

AFMIS  
Smart Card  
Food Service  
Operations Manual  
Version 4.0

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## **SECTION 1            Overview of Smart Card Food Service Operations**

Back Office Server (BOS)	The BOS is located in the dining facility administration area. The BOS is an integral part of the Point of Sale/Automated Headcount system which is designed to allow Army dining facilities to operate in both an Ala Carte and Standard (Buffet) mode. Dining facilities operating under either Ala Carte or Standard methods will be utilizing the CAC (Common Access Card) or RAPIDS ID card for headcount data collection. For these types of operations the headcount and cash collection figures will be transferred to the Back Office Server. Adjustments and additional headcount for these operations will be entered using manual procedures as adjustments in AFMIS.
Point of Sale (POS) Ala Carte Operations	The POS Ala Carte type operation is a dining facility operation where the diner pays for individual items consumed during a meal serving period. A cash register with touch screen is set up at the end of the serving line. When the diner passes through the serving line the diner's ID Card is read to determine his or her status and the headcount (cashier) uses the POS touch screen to identify food items the diner has on his or her tray. An audit trail is established for the headcount transactions as well as how many of each type of food item was served during the meal period. Both headcount and food items served data is then transferred to the BOS for transfer to the AFMIS using automated procedures.
Point of Sale (POS) Standard (Buffet) Operations	The POS Standard operation is a standard dining facility operation where the diner pays a fixed meal (buffet) rate for each meal consumed. A cash register with touch screen is set up at the beginning of the serving line. When the diner enters the serving line the diner's ID Card is read by the card reader. An audit trail is established for the headcount transactions. Headcount data is transferred to the BOS for transfer to the AFMIS using automated procedures.

**SECTION 2.****Back Office Server (BOS)**

1. To log on to the Back Office Server double click on the Smart Card Food Service icon **OR** click on the Start button at the bottom left of the screen, select Programs, SmartCard Applications, SmartCard Foodservice (Back Office). The SmartCard Foodservice (Back Office) Data screen is displayed.

**Meal Totals for 6/13/01**

Category	Breakfast	Lunch	Dinner	Brunch	Supper	Night Breakfast	Night Dinner	Holiday Meal
USN	0	0	0	0	0	0	0	0
USNR	0	0	0	0	0	0	0	0
ROTC	0	0	0	0	0	0	0	0
USNC	0	0	0	0	0	0	0	0
USMC	0	0	1	0	0	0	0	0
MCR	0	0	0	0	0	0	0	0
USA	0	0	26	0	0	0	0	0
USAR	0	0	1	0	0	0	0	0
ARNG	0	0	0	0	0	0	0	0
USCG	0	0	0	0	0	0	0	0
CIV	0	0	0	0	0	0	0	0
USAF	0	0	0	0	0	0	0	0
AFNG	0	1	1	0	0	0	0	0
FRGN	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0
TAR	0	0	0	0	0	0	0	0
DOD	0	0	0	0	0	0	0	0
PNPTL	0	0	0	0	0	0	0	0
CASH	0	1	3	0	0	0	0	0
AFR	0	0	0	0	0	0	0	0
CGR	0	0	0	0	0	0	0	0
PAY DEDUCTION	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>2</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total - All Stations: 34**

USA Auto Reports Off CAPS 6/14/01 14:24:52 Refresh Totals Turn Auto Totals On

2. This screen displays headcount information for all stations for each meal served. To have the totals update automatically every few seconds as the meal progresses, click on the Auto Totals On button at the bottom of the screen (the button turns red when on). To update totals manually, click on the Refresh Totals button at the bottom of the screen (the refresh totals option is only available when the Auto Totals is Off (Auto Totals button is green)). You may also update totals by clicking on the appropriate station in the Station Bar section on the screen. Notice that there is a Menu Bar (drop down windows), Tool Bar, Station Bar, and Status Bar.

### Headcount Station Close-Out Process

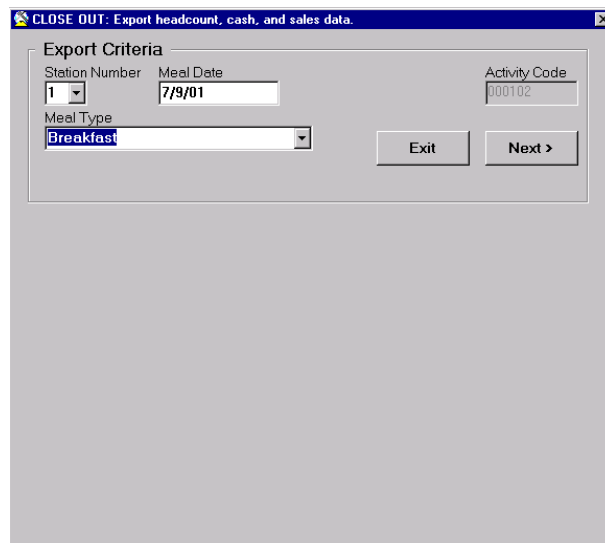
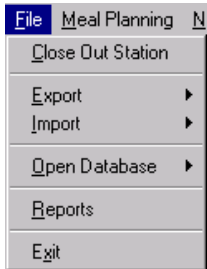
1. To close out the headcount stations, you must be logged on as a manager. Each headcount station should be closed out individually using the back office server after each station closes.

2. To close out a headcount station click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.

3. Move the cursor to the file drop down menu and select the "Close Out Station" option. The Export Criteria portion of the station close out screen is displayed.



Manager Log On  
Icon

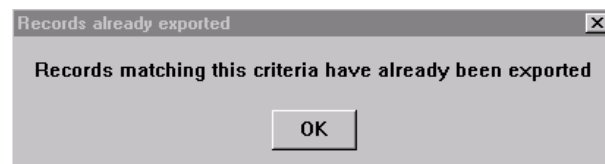


4. This screen displays the station number, meal date, meal type, and your activity code. Using the drop down arrows, select the station number and meal type for the meal that you are closing. After selecting the appropriate data, press the Next button. The exit button will take you out of this process. After you click the Next button the Station Cash Data portion of the close out screen is displayed.

Next >

#### NOTE:

If you have already closed out a particular headcount station a message will be displayed on the screen.



**NOTE:**

If you need to close out a headcount from a previous day click in the Meal Date box and a calendar will be displayed. Click on the date for the headcount you want to close out.

**CLOSE OUT: Export headcount, cash, and sales data.**

**Export Criteria**

Station Number: 1 Meal Date: 7/9/01 Activity Code: 000102

Meal Type: Breakfast

Exit Next >

**Station Cash Data**

Beginning Balance: 5.00 Cashier: DFACADMINISTRATOR

Total Collected: 8.00

Expected Balance: 13.00

Drawer Total: 00.00

< Back Exit Next >

**Next >**

5. This section displays the Beginning Balance, Total Collected, Expected Balance and Drawer Total information for the selected station. You can change/modify the Cashier data if necessary. Enter the total amount of money from the cash drawer and press the Next button. The Export Files portion of the close out screen is displayed.

**CLOSE OUT: Export headcount, cash, and sales data.**

**Export Criteria**

Station Number: 1 Meal Date: 7/9/01 Activity Code: 000102

Meal Type: Breakfast

Exit Next >

**Station Cash Data**

Beginning Balance: 5.00 Cashier: DFACADMINISTRATOR

Total Collected: 8.00

Expected Balance: 13.00

Drawer Total: 13.00

Overage / Shortage: .00

< Back Exit Next >

**Export Files**

Cash Data Remarks (max of 50 characters)

There were no cash shortages noted.

Reset < Back

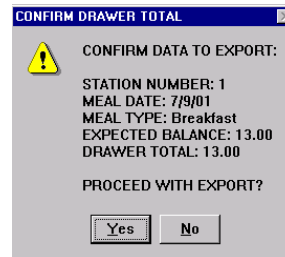
Exit Export

**Export**

6. This screen allows you to enter any remarks that may be applicable to this station (ie, shortage or overages, etc). Review all the data displayed on the screen and if correct, click on the Export button.



A confirmation screen is displayed. Information from this process will be displayed on the Cashier Close-Out Report.



7. Review this information for accuracy. If all the information is accurate, click on the Yes button. If not, click on the No button and make the appropriate corrections.

8. Repeat the above steps to close out each headcount station.

**Wait at least 10 minutes before attempting to run the Receive Data From POS process in AFMIS.**

**NOTE 1:** The Back button takes you back to the previous section of the close out screen. The reset button takes you back to the Export Criteria data entry screen. The exit button takes you out of the close out process.

**NOTE 2:** If you fail to close out the headcount station(s) after each meal, you can close out the station at any time. *You must import the headcount into AFMIS within 7 days and definitely prior to the TISA closing the dining facility account for the month.*

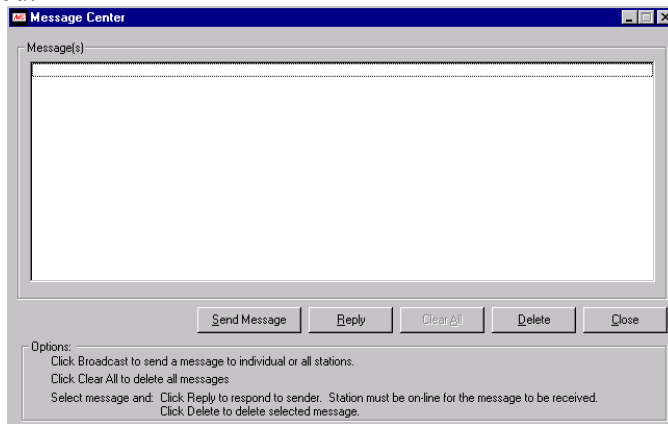
**NOTE 3:** Only the cash amount received for meals sold will be transferred to the AFMIS Cash Tables. Be sure to note any overages or shortages when you conduct the Cashier Closeout process for each station. Any overage/shortage amounts will be listed as memo entries on the headcount reports. Use these for documenting shortages/overages when preparing Cash Turn-In documents.

### **Message Center**

The message center allows the user to send messages to headcount stations and reply to messages that are received from the headcount stations. You DO NOT have to be logged in as a manager to use this process.

**Message Center**

1. To access the message center, click on the Network drop down menu and select Message Center. The Message Center screen is displayed.

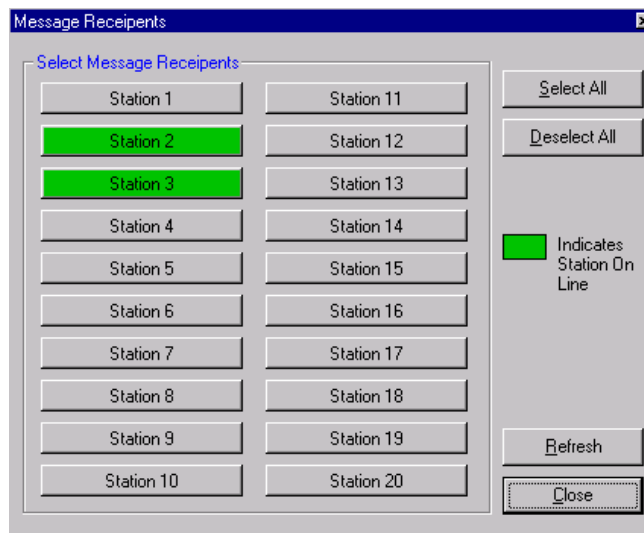
**NOTE:**

Headcount stations must be on-line to receive messages from the BOS.

2. To send a message:

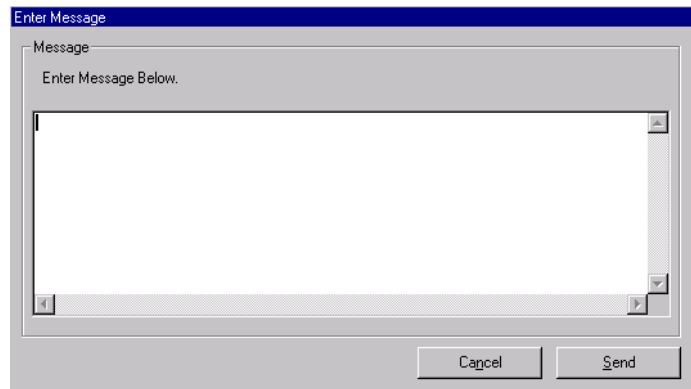
**Send Message**

- Click on the Send Message button. The Message Recipients selection screen is displayed. Your options are Select All stations, Deselect All stations, or send to individual stations.



- To send a message to all headcount stations, click on the Select All button then click on the close button.

- To send a message to a particular headcount station, click on the station you want to receive the message then click on the Close button. The Enter Message data entry screen is displayed.



- Type your message and click on the Send button. The message will be displayed at the selected headcount stations (provided the stations are on-line). The Message Center screen is displayed.
- Click on the Close button to exit this option.

**NOTE:**

When a message is received from the headcount station the Message Center screen is displayed on the BOS desktop.

3. To reply to a message received from a headcount station:
  - When the Message Center screen appears, highlight the message you want to reply to.
  - Click on the Reply button. The Enter Message data entry screen is displayed.
  - Type your message and click on the Send button. The message will be sent to the headcount station. A message is displayed "Do you want to delete this message?" Yes or No.
  - Select Yes to delete the message from the message center list.
4. To delete a message, highlight the message you want to delete and click on the Delete button.

## Reports

1. To view and/or print the various food service reports that are available, you must be logged on as a manager.



Manager Log On  
Icon



Print Transaction  
Reports Icon

2. To view and print reports click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.

3. Click on the Print Transaction Reports icon OR move the cursor to the file drop down menu and select the “Reports” option. The Recapitulation of Meal Record Report is displayed on the screen. Click on the Reports drop down menu. The following reports are available to the manager:

a. Headcount Reports:

- Recapitulation of Meal Record. This report lists all of the headcount transactions for all meals served on a particular day.
- Cashier Closeout Report. This report provides information by meal and station. Information contained on the report includes the cashier’s name, Start Bank amount, Food Cost collected, Operating Expense collected, Drawer Total, Over/Short amount, and Remarks.
- Cash Meal Report. The system produces a simulated Cash Meal Payment Sheet. The form is broken down by meal and station and contains a summary page.
- Duplicate Headcount Report. This report is not currently available, however a separate headcount exception report is printed when EOD is run. The SA provides this report to the Installation Food Program Manager (IFPM) for review.
- Manager Modification Report. This report provides information (by meal) on any manager initiated modifications to headcount data.
- Overrides Report. This report displays MEC override information by cashier name for each headcount station for each meal when MEC changes are made.
- Payroll Deduction Report. Currently not available. This report is used with the CAC and Payroll Deduction options.
- meals that are voided by the manager. The report lists the diner’s name, SSAN, Meal, Time of Void, Station Number, MEC, Manager Name, and Manager SSAN.

- SIK Report. This report (Meal Verification Record) provides a listing by SSAN, Name, and number of diners for each meal served. If the CAC is used, the diner's unit identification code will also be displayed on the report.
- Voids Report. The Voided Meal report provides a listing of

b. A La Carte Operation Reports

- Combo Meals Available Report. This report lists the Combo Meals available for service at the dining facility by meal and description. It identifies the combo meal by Combo Meal Name, Recipes included, whether it is a permanent meal, and POS price.
- Combo Meals Served Report. This report lists the actual number of combo meals (by combo meal description) served by meal at the dining facility. Meal totals are shown on the report.
- Diet Report. This report provides the user with a listing by meal of any diet portions that were served at the dining facility for reduced cost.
- Permanent Drinks Report. This report lists all drinks that are permanently loaded on the POS system by description, size, and POS price.
- Permanent Meal Items Report. This report lists all menu items that are permanently loaded on the POS system by recipe number, recipe name, course name, and POS price.
- Recipe Sales Data Report. This report provides the manager with an overview of the sales of A La Carte menu items. The report criteria allows for a specific day or range of dates, all or specific menu items, all or individual meals, and all or individual POS stations.
- Seconds Report. This report provides information (by diner) listing the item(s) served as seconds to that particular diner for a particular meal.

**NOTE:**

If there is no data available for a specific report based on selection criteria for a particular meal and date, a message will be displayed that there is no data available.

### Auto Report

The Auto Report option allows the manager to set the system to automatically generate food service reports for the previous day's operation.

#### NOTE:

It is recommended that this option not be used at the present time.



Manager Log On  
Icon

1. To activate the Auto Report option, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.



Auto Report Icon

2. Click on the Auto Report icon OR move the cursor to the Settings drop down menu and select the "Auto Report" option. The Report Generator data entry box is displayed on the screen.

3. Click on the Auto Report On block. Click on the Set Auto Report Time drop down arrow and highlight the time you want the previous day's reports to be printed and click on the Close button.

### MISCELLANEOUS BOS SETTINGS

There are numerous settings in the BOS, most of which are available only to personnel listed on the Manager Access List. Most of these settings are input during initial set-up of the system and should not be changed by dining facility personnel without close coordination with the AFMIS SA. Some, such as meal prices, manager access, and operator access will require occasional modifications.

### Edit Meal Prices

The Edit Meal Prices option allows the manager to change the prices for each meal type using the Back Office application. This option should be performed whenever there is a change of meal rates received from DOD.



Manager Log On  
Icon



Edit Meal Prices  
Icon

1. To edit meal prices, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.
2. From the BOS Main Screen click on the Edit Meal Prices icon OR from the Tools drop down menu select Manager and Edit Buffet Prices. The Input Meal Prices data entry box is displayed.

	BAS With Discount	Surcharge
Breakfast	1.30	0.30
Lunch	2.45	0.55
Dinner	2.80	0.40
Brunch	2.45	0.55
Supper	2.80	0.40
Night Breakfast	0.00	0.00
Night Dinner	0.00	0.00
Holiday Meal	0.00	0.00

3. Click in the applicable meal price box field and type over the existing entry to change the meal price. The pricing options are:  
 BAS with Discount = Meal Cost  
 Surcharge = Operating Expense (Standard Rate – Discount Rate)
4. After all modifications have been made, click “Done”.

### Edit Meal Times

The Edit Meal Times option allows the manager to set the ending times for each meal served in the dining facility using the Back Office application. This option will cause a message to be displayed on the touch screen at the POS station informing the headcounter that the serving period for the meal is over. It will NOT stop the headcounter from collecting headcount data.



Manager Log On  
Icon



Edit Meal Time  
Icon

1. To edit meal times, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.

2. From the BOS Main Screen click on the Edit Meal Time icon OR from the Tools drop down menu select Manager and Edit Meal Times. The Edit Meal Times data entry screen is displayed.

Select Meal To Edit Ending Meal Times (24 Hour Clock)	
Breakfast	1100
Dinner	2100
Supper	1630
Night Dinner	2355
Lunch	1600
Brunch	1200
Night Breakfast	0200
Holiday Meal	1400

**Note:**  
Select meal above to enter the ending time reminder for that meal. During headcount, when the system clock reaches the set time, a message will appear reminding the operator that the time has ended for the current meal collection. The operator may continue collection however, another notice will appear when the frequency (set at right) occurs.

**Meal Time Reminder**

Reminder Frequency: 55 Seconds (10 - 60)

Close

3. Click on the meal that you want to edit. The Enter Meal End Time screen is displayed.

Enter Meal End Time

7	8	9
4	5	6
1	2	3
	0	Back

Clear Entry

Cancel

Enter

4. Enter the ending time (military time) for that meal. When all meal times have been set, you can set the frequency for the reminder to appear on the POS device (10 – 60 seconds).

5. After entering all required information click on the Close button.



### Edit Manager Access List

The Edit Manager Access List option allows the manager to add and delete personnel who will have authority to access processes that are available to the manager only. This list should be updated whenever there is a change in assigned personnel.

#### NOTE:

All personnel added to the manager list will automatically be added to the operator list.

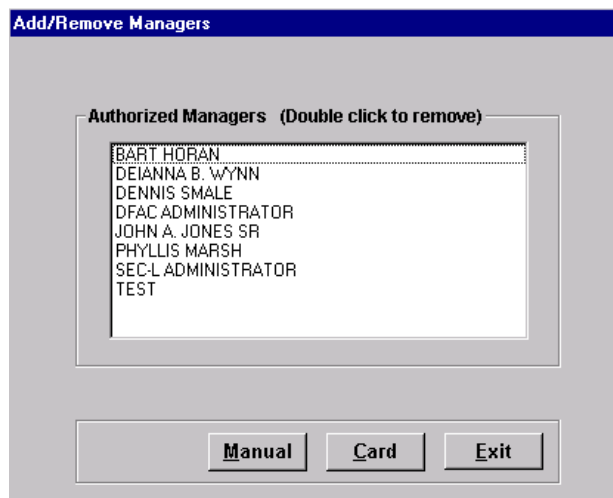


Manager Log On  
Icon

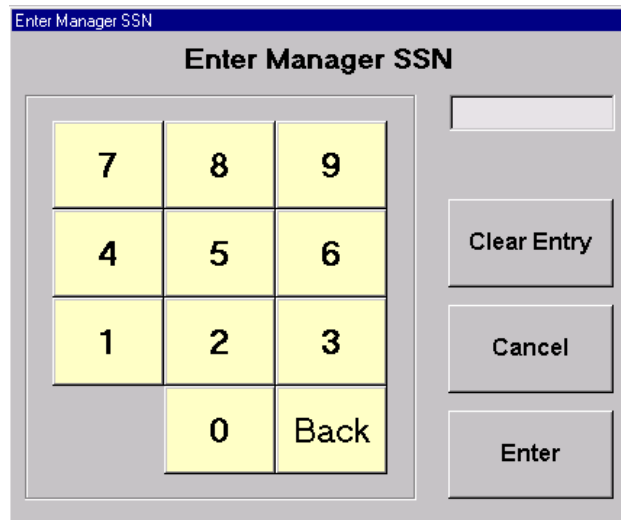


Edit Manager  
Access List Icon

1. To edit the manager access list, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.
2. From the BOS Main Screen click on the Edit Manager Access List icon OR from the Tools drop down menu select Manager and Edit Manager Access List. The Add/Remove Managers data screen is displayed displaying all the managers currently on the list.

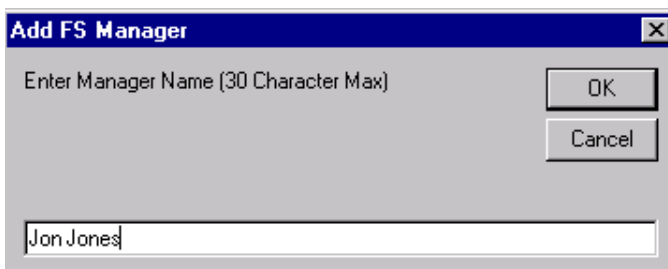


3. To add a new manager to the list click on the Manual button. The Enter Manager SSN data entry screen is displayed.



The 'Enter Manager SSN' dialog box features a title bar with the text 'Enter Manager SSN'. Below the title bar, the main area is divided into two sections. On the left, there is a numeric keypad with buttons for digits 0-9 and a 'Back' button. The buttons are arranged in a grid: 7, 8, 9 in the first row; 4, 5, 6 in the second row; 1, 2, 3 in the third row; and 0, Back in the fourth row. On the right side of the dialog, there is a text input field for the SSN, followed by three buttons: 'Clear Entry', 'Cancel', and 'Enter'.

4. Enter the individual's nine-digit access code and press [Enter]. The Add FS Manager data entry screen is displayed.



The 'Add FS Manager' dialog box has a title bar with the text 'Add FS Manager' and a close button (X). Below the title bar, the main area contains a text input field labeled 'Enter Manager Name (30 Character Max)'. To the right of this field are two buttons: 'OK' and 'Cancel'. Below the input field, the name 'Jon Jones' is entered.

5. Type in the individual's name (up to 30 characters) and click the OK button. When prompted if you want to add the manager to the list, click the Yes button. The name now appears on the manager list on the screen. Click on the Exit button.
6. To remove an individual from the manager access list. Double click on the appropriate name on the Add/Remove Managers screen.
7. When prompted do you want to remove the manager from the list, click on the Yes button. The name is removed from the Add/Remove Managers screen. You will also be asked if you want to remove the name from the operator access list. If you select Yes the name will be removed from that list also. Click on the Exit button.

**NOTE:** You cannot edit a manager's information. To edit the manager information you must remove the name from the list and add the manager back to the list with the correct information.

### **Edit Operator Access List**

The Edit Operator Access List option allows the manager to add and delete personnel who will have perform headcount at the POS stations for the dining facility. This list should be updated whenever there is a change in headcount personnel.



Manager Log On  
Icon

1. To edit the operator access list, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.
2. From the BOS Main Screen click on the Tools drop down menu select Manager and Edit Operator Access List. The Edit Operator Access List screen is displayed. From this point the steps in this process are exactly the same as for editing the manager access list.

### **Edit Operating Expense**

The Edit Operating Expense option allows the manager to change the operating expense percentage used to calculate the markup for A La Carte operations. This option should be performed whenever there is a change of operating expense rates received from DOD.



Manager Log On  
Icon

1. To edit the operating expense, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.



Edit Operating  
Expense Icon

2. From the BOS Main Screen click on the Edit Operating Expense icon OR from the Tools drop down menu select Manager and Edit Operating Expense. The Enter Operational Expense data screen is displayed.

	Meal Op Expense (%)
Breakfast	33.0
Lunch	33.0
Dinner	33.0
Brunch	33.0
Supper	33.0
Night Breakfast	33.0
Night Dinner	33.0
Holiday Meal	33.0

Cancel Close

3. Click in the Breakfast and type in the operational expense percentage (ie, 33. = 33%) and press the Tab key. The same percentage is automatically applied to all other meals.
4. Click on the Close button. A message is displayed “Do you want to save changes? Yes/No.
5. Click on the Yes button. A message is displayed; Data Updated Successfully. Click on the OK button.

### Edit Meal Data

The Edit Meal Data option allows the manager to make changes to Group With Card headcount transactions and Non-Card headcount transactions. This option allows you to change the number of diners or delete the record for recorded transactions.



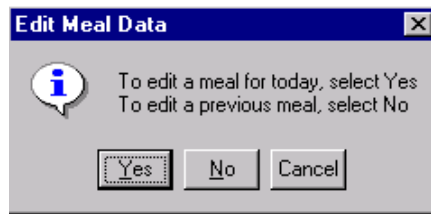
Manager Log On  
Icon

1. To edit meal data, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.



Edit Meal Data  
Icon

2. From the BOS Main Screen click on the Edit Meal Data icon OR from the Tools drop down menu select Manager then Edit Non-Card Meal Data. The Edit Meal Data date selection screen is displayed.

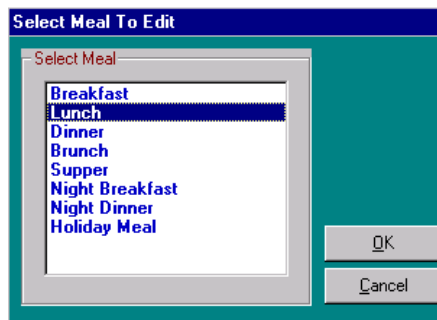


3. Select "Yes" to edit a headcount transaction for today or "No" to select a headcount transaction from a previous date.

**NOTE:**

If you select "No" (to modify a headcount record for a previous date) a Select Meal Date screen will be displayed prior to the Select Meal to Edit screen. Highlight the date for the meal you want to edit and click on the Select button. Continue processing as follows.

4. A Yes response displays the Select Meal To Edit box.



5. Highlight the meal you want to edit and click on the OK button. The Edit \_\_\_\_\_ Meal Data for \_\_\_\_\_ criteria selection screen is displayed.

Edit Lunch Meal for 7/18/01

**Search Criteria**

**Select MEC**

SIK

BAS/DS

BAS

**Select Transaction Type**

Group With Card

Non-Card

Picnic

PNPTL

**Lunch Meal Data**

Name: Diner(s) Without Card

# Diners: 1 MEC: SIK

Category: USA Station: 2

Meal Date: 7/18/01 Meal Time: 10:22:58

**Select Record To Modify**

Prev Next Delete

Select Meal

Close

6. Select the Meal Entitlement Category (MEC) for category of diner whose record you want to view (SIK, BAS/DS or BAS).
7. Select the transaction type. Transactions for the selections you made are displayed in the \_\_\_\_\_ Meal Data area of the screen. Use the Prev and Next buttons to find the record you want to modify or delete.
8. For a Non-Card headcount transaction you may change the MEC or delete the record.
  - a. To change the MEC, click on the drop down arrow, highlight the new MEC and click on the Accept button. A message is displayed "Record Modified Successfully". Click on the OK button. The appropriate changes are then displayed on the headcount recap screen.
  - b. To delete the record click on the Delete button. A message is displayed "Do you want to delete this record?" Yes/No. Click on the Yes button. A message is displayed "Record Modified Successfully". Click on the OK button. The appropriate changes are then displayed on the headcount recap screen.

9. For a Group /w Card headcount transaction you may change the number of diners listed on the record, the category of diner, the MEC, or delete the record.

**NOTE:**

You may only perform ONE of the functions listed at a time.

- a. To change the number of diners, click in the number of diners field. The Enter Number of Diners data entry screen is displayed. Key in the number of diners and click on Enter. Click on the Accept button. A message is displayed “Record Modified Successfully”. Click on the OK button. The appropriate changes are then displayed on the headcount recap screen.
- b. To change the diner category, click on the drop down arrow next to the Category box. Highlight the new category and click on the Accept button. A message is displayed “Record Modified Successfully”. Click on the OK button. The appropriate changes are then displayed on the headcount recap screen.
- c. To change the MEC, click on the drop down arrow, highlight the new MEC and click on the Accept button. A message is displayed “Record Modified Successfully”. Click on the OK button. The appropriate changes are then displayed on the headcount recap screen.
- d. To delete the record click on the Delete button. A message is displayed “Do you want to delete this record?” Yes/No. Click on the Yes button. A message is displayed “Record Modified Successfully”. Click on the OK button. The appropriate changes are then displayed on the headcount recap screen.

### A La Carte Meal Planning – Edit Beverages

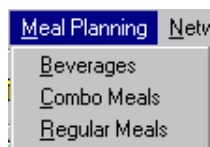
The Edit Beverages Meal Planning option allows the manager to add, modify, and delete beverages using the Meal Planning process. The manager can modify the beverage name and/or the beverage POS price. This option can be performed at the POS however it is best controlled using the BOS.



Manager Log On  
Icon



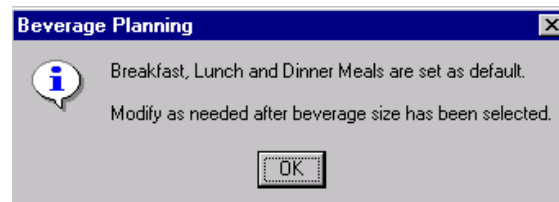
Edit Beverages  
Icon



Meal Planning  
Drop Down Menu

1. To access the edit beverage process, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.

2. From the BOS Main Screen click on the Edit Beverages icon OR from the Meal Planning drop down menu select Manager, then the Beverages option. The Beverage Planning default information screen is displayed.



3. Click OK. The Beverage Planning selection screen is displayed. This screen is used to add, modify, and/or delete beverages as necessary.



**NOTE:**

Sort By Beverage Name

Sort By Recipe Number

Beverages listed on the Available Beverage List may be sorted by beverage name or recipe number. To sort by beverage name, click on the Sort By Beverage Name button. To sort by recipe number, click on the Sort By Recipe Number button.

## 4. To add a beverage to the Current Beverage List:

**NOTE:**

You can add and/or mark as permanent multiple recipe items by holding down the “Ctrl” key while selecting the recipe items.

- a. Highlight the beverage you want to add from the available beverage list.
- b. Place a √ in the appropriate meal blocks that you want the beverage added to (Breakfast, Lunch, and Dinner are already marked as the default meals).
- c. Click on the beverage size button. The options are Small, Medium, Large, and None. None is used for a single size beverage item. The Enter cost screen is displayed.

Enter Beverage Cost		
7	8	9
4	5	6
1	2	3
.	0	Back

- d. Enter the cost that you want to receive as the Earnings Credit for the beverage and click on the Enter button.

**CAUTION:**

The beverage cost refers to the POS sell price (discount price). Operating expense will be added to the cost by the system to provide the Standard sale price (the price displayed at the cash register touch screen) for the item.

- e. Repeat steps c through e for other beverage sizes you want to add if necessary.

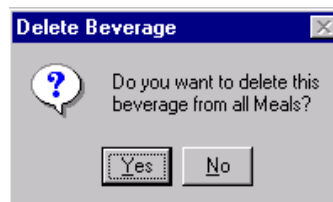
- f. When prompted if you want to save, click on the Yes button. The beverage is added to the Current Beverage List and will be displayed on the POS touch screen under the beverages category.

5. To delete a beverage from the Current Beverage List:

- a. Highlight the item on the Current Beverage List that you want to delete.

Delete

- b. Click on the Delete button. A Delete Beverage prompt is displayed on the screen.



- c. Select Yes if you want to delete this beverage from ALL meals, or No if you only want to delete the beverage from the meal that is highlighted in the Current Beverage List box.

- d. Repeat the above steps for any other beverages that you want to delete from the Current Beverage List.

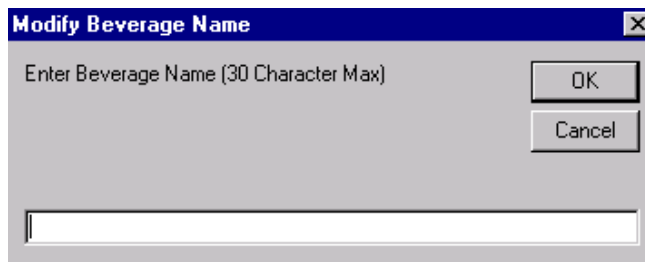
6. To modify a beverage on the Current Beverage List, highlight the beverage on the Current Beverage List that you want to modify. You can change the beverage name and the beverage POS price.

**NOTE:**

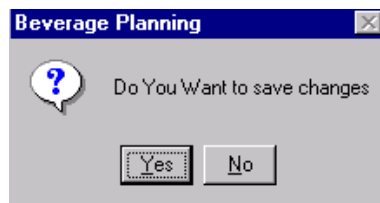
You can also modify the beverage name and POS price using the Regular Meal process.

Modify Beverage Description

- a. To change the beverage name, click on the Modify Beverage Description button. The Modify Beverage Name data entry screen is displayed.



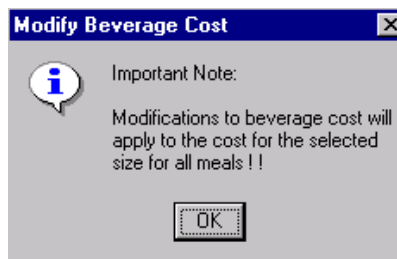
- b. Enter the name you want to use for the beverage and click on the OK button. The Beverage Planning save changes prompt is displayed.



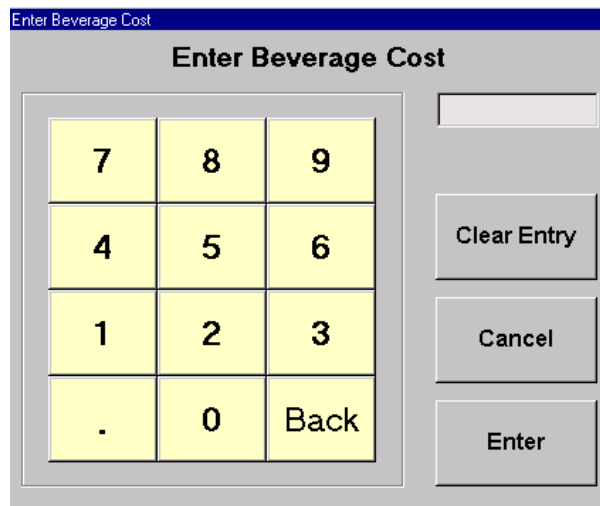
- c. Click on the Yes button to save your changes. The new name is displayed in the Current Beverage List box. Click on the No button to discard the changes.

Modify Cost

- d. To change the POS price of the beverage, click on the Modify Cost button. The Modify Beverage Cost warning screen is displayed.



- e. If you want to continue with the change, click on the OK button. The enter Beverage Cost screen is displayed.

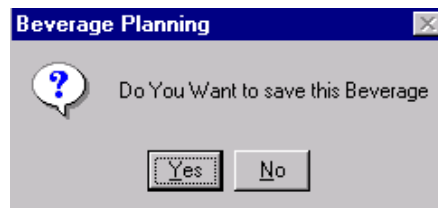


The 'Enter Beverage Cost' dialog box features a title bar with the text 'Enter Beverage Cost'. Below the title bar, the text 'Enter Beverage Cost' is displayed in a larger font. To the left of the buttons is a numeric keypad with a 3x3 grid of buttons: the top row contains '7', '8', and '9'; the middle row contains '4', '5', and '6'; the bottom row contains '1', '2', and '3'. Below this grid is a row with three buttons: a decimal point '.', a '0', and a 'Back' button. To the right of the keypad is a vertical stack of three buttons: 'Clear Entry' at the top, 'Cancel' in the middle, and 'Enter' at the bottom. Above the 'Clear Entry' button is a small, empty rectangular text input field.

- f. Enter the new cost that you want to receive as the Earnings Credit (NOT the sell price) for the beverage and click on the Enter button. The Beverage Planning save data prompt is displayed.

**CAUTION:**

The beverage cost refers to the POS sell price (discount price). Operating expense will be added to the cost by the system to calculate the Standard sale price (the price displayed at the cash register touch screen) for the item.



The 'Beverage Planning' dialog box has a title bar with the text 'Beverage Planning' and a close button (X) in the top right corner. Below the title bar, there is a question mark icon in a speech bubble followed by the text 'Do You Want to save this Beverage'. At the bottom of the dialog box are two buttons: 'Yes' and 'No'.

- g. Click on the Yes button to save your changes. The new sell price is displayed in the Current Beverage List box. Click on the No button to discard the changes.

### A La Carte Meal Planning – Combo Meals

The Combo Meals Meal Planning option allows the manager to add, modify, and delete combo meals for service at the dining facility using the Meal Planning process. These meals allow the dining facility to document package meals sold to diners with a single keystroke rather than ringing up each item separately. This option allows greater flexibility and faster headcount processing speed, particularly for dining facilities with drive-up windows or Grab & Go Bars. It is **NOT** used as a discount meal package option). This option can be performed at the POS however it is best controlled using the BOS.

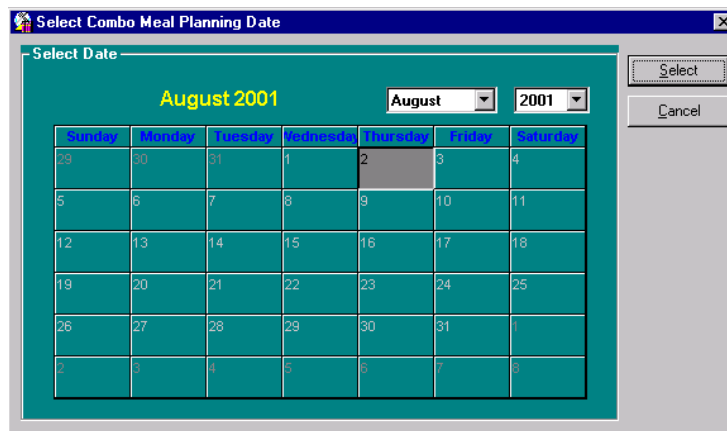


Manager Log On  
Icon



Meal Planning  
Drop Down Menu

1. To access the Combo Meals process, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.
2. From the BOS Main Screen, click on the Meal Planning drop down menu and select the Combo Meals option. The Select Combo Meal Planning Date screen is displayed.



3. Highlight the date you want to work with and click on the Select button. The Combo Meals Meal Plan Date \_\_\_\_ screen is displayed. This screen is used to add and/or modify combo meals, and to delete entire combo meals or delete individual items from a specific combo meal as necessary.

#### NOTE:

You cannot select a date that is earlier than the system date.

Combo Meals

Meal Plan Date: 8/2/01

Combo Meals With an 'X' indicate Permanent Combos

Recipe#	Recipe Items	Cost
Combo Meals (Double Click to Remove)		

Standard Combo Permanent Combo

Combo Items

Combo Total: \$ 00.00

Select Course

Soups	Entrees	Sides	Beverages	Salads	Next >>>
Appetizers					
Short Order	Desserts	Breads Rolls	Pasta Bar	Taco Bar	

Select Meal

Breakfast

Lunch

Dinner

Brunch

Supper

Night Breakfast

Night Dinner

Holiday Meal

Create Combo Meal

Edit Combo Name

Close

4. To add a Combo Meal to the Combo Meal List:

- Click on the type of meal you want to create the combo meal for. If there are any combo meals already on the Combo Meal List they will be displayed on the screen.

Combo Meals

Meal Plan Date: 8/2/01

Lunch

Lunch -- Combo Meals with an 'X' Indicate Permanent Combos

Recipe#	Recipe Items	Cost
Combo Meals (Double Click to Remove)		
X BART'S LUNCH SPECIAL		

Standard Combo Permanent Combo

BART'S LUNCH SPECIAL Items

H02001	Choc Chip Cook	0.15
L15500	Fried Chicken	0.85
Q04502	French Fr. Pot	0.25
S00201H	CAN JUICE DOLE - MED	0.25

Combo Total: \$ 1.50

Select Course

Soups	Entrees	Sides	Beverages	Salads	Next >>>
Appetizers					
Short Order	Desserts	Breads Rolls	Pasta Bar	Taco Bar	

Select Meal

Breakfast

Lunch

Dinner

Brunch

Supper

Night Breakfast

Night Dinner

Holiday Meal

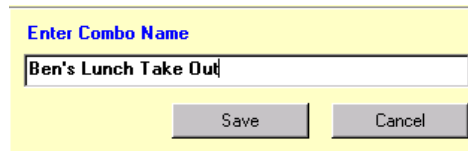
Create Combo Meal

Edit Combo Name

Close

Create Combo Meal

- Click on the Create Combo Meal icon. The Enter Combo Name data entry box is displayed.



- c. Type in the name of the Combo Meal and click on the Save button. The Combo Meal is added to the Combo Meal List on the screen.

**NOTE:**

**Edit Combo  
Name**

You can change the name of the combo meal at any time by clicking on the Edit Combo Name button, typing in the new combo name, and saving the changes.

**NOTE:**

You can add and/or mark as permanent multiple recipe items by holding down the “Ctrl” key while selecting the recipe items.

- d. Click on a course button to begin adding recipe items to the combo meal. All recipe items assigned that particular course designation are displayed on the left of the screen with a scroll bar to the right. You can use the scroll bar to move through the items or the arrow keys on the keyboard.

**NOTE:**

Items can be sorted by Recipe Number, Recipe Item, or Cost by clicking on that selection at the top of the item list.

- e. Scroll through the recipe item list until you find the item that you want to add to the combo meal. You can either double click on the item or highlight the item and press the Enter key on the keyboard to add the item to the combo meal. The item will appear in the Items list on the right side of the screen. The Recipe Number, Recipe Item, and Cost are displayed for each item added with a total for the combo meal you are creating.
- f. Continue to select courses and recipe items until all of the items you want included in the combo meal are listed.

**NOTE:**

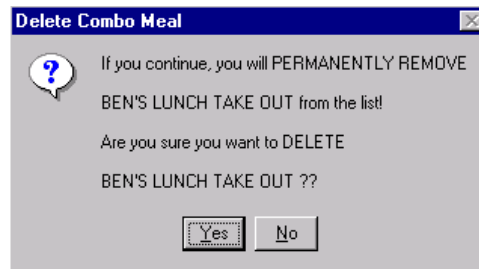
As you are building the combo meal you may want to delete an item that you have added to the list. Simply double click on the item that you want to remove and it is deleted. If you attempt to delete the last item listed for the meal, a message will be displayed warning you that you are about to delete the entire combo meal from the list.

Standard Combo

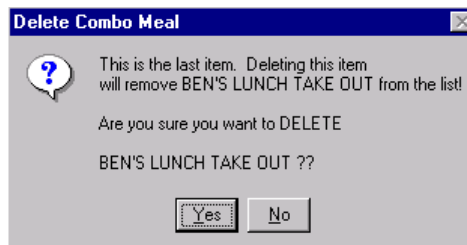
Permanent Combo

- g. After all items have been added to the combo meal you must decide if this meal is a one time meal or will it be permanently added to the Combo Meal List for the type of meal it was created.
            - If the combo meal is to be served for one meal only, click on the Standard Combo button.
            - If you want this combo meal to be available every day, click on the Permanent button. An X will be displayed in front of the combo meal name on the screen indicating that it is a Permanent Combo meal.
          - h. After you have finished creating the combo meal, click on the Close button. The Select Combo Meal Planning Date screen is displayed. Click on the Select button to exit the process.
5. To modify an existing combo meal:
  - a. Select the type of meal from the Select Meal list.
  - b. Highlight the combo meal that you want to modify on the Combo Meal List.
  - c. To add recipe items follow the instructions from the Create Combo Meal section above.
  - d. To remove items double click on the recipe item you want to remove.
  - e. To change the combo meal name, click on the Edit Combo Name button, enter the new name, and save the changes.
6. The manager can delete a combo meal from the Combo Meal List or delete individual recipe items from a specific combo meal.
  - a. To delete the entire combo meal from the Combo Meal List:
    - Select the meal type from the Select Meal List.
    - Double click on the combo meal to be deleted OR highlight it and press the Enter key on the keyboard. A message is displayed:





- Click on the Yes button. The combo meal is deleted from the list.
- b. To delete individual recipe items from the combo meal:
- Select the meal type from the Select Meal List.
  - Highlight the combo meal on the Combo Meal List for which you want to delete recipe items.
  - Double click on the recipe item to be deleted, OR highlight the recipe item and press the Enter key on the keyboard. If you attempt to delete the last item from a combo meal the following message is displayed:



- If you want to delete the combo meal from the Combo Meal List click on the Yes button. If not, click the No button.

### A La Carte Meal Planning – Regular Meals

The Regular Meals option allows the manager to add, modify, and delete recipe items that will be displayed on the POS device for service at the dining facility using the Meal Planning process. The manager may also change the names and numbers of the buttons that are displayed on the POS touch screen by using the Edit Courses option. This option can be performed at the POS however it is best controlled using the BOS.



Manager Log On  
Icon



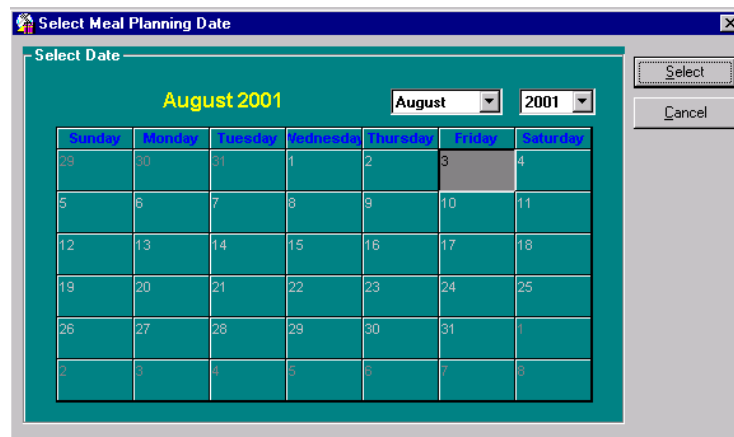
Regular Meal Icon



Meal Planning  
Drop Down Menu

1. To access the Regular Meals process, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.

2. From the BOS Main Screen click on the Meal Planning icon OR click on the Meal Planning drop down menu and select the Regular Meals option. The Select Meal Planning Date screen is displayed.



3. Highlight the date you want to work with and click on the Select button. The Production Schedule Meal Plan Date \_\_\_\_\_ screen is displayed.

#### NOTE:

You cannot select a date that is earlier than the system date.

4. This screen is used to add, modify, and delete recipe items for a particular meal that will be displayed on the POS device. You can also edit course numbers, set recipe items as permanent or non-permanent, and remove all non-permanent recipe items from the Production Schedule List.

5. To begin working on a particular meal:

- a. Click on the meal you want to work on from the Select Meal List. The Course Number, Recipe Number, Recipe Name, and Sell Price for items for that meal are displayed on the left-hand side of the screen. All recipe items that are marked permanent have an X in front of them.

**NOTE:**

You can add and/or delete multiple recipe items by holding down the “Ctrl” key while selecting the recipe items.

Cst#	Recipe#	Current Meal Items	Cost
X 2	D02201	Thick Fench Toast	0.25
X 2	L07102	Grill Ham Steak	0.45
X 14	C00200L	COFFEE - LG	0.75
X 14	C00200M	Coffee - MED	0.10
X 14	C00200S	Coffee - SM	0.25
X 14	C00903M	Iced Tea / Lem - MED	0.15
X 14	C00904S	Iced Tea Unsut - SM	0.20
X 14	C00207S	Pineapple Juice - SM	0.20
X 14	C00211S	Apple Juice - SM	0.25
X 14	C00233M	Grapefruit Jce	0.50
X 14	C00236S	Cranberry Juice - SM	1.00
X 14	C00420M	Milk, Skin, Ind	0.15
X 14	C00500L	Carbonated Bev - LG	0.50
X 14	C00500M	Carbonated Bev - MED	0.10
X 14	C00500S	Carbonated Bev - SM	0.25
X 14	S00201L	CAN JUICE DOLE - LG	0.55
X 14	S00201M	CAN JUICE DOLE - MED	0.25
X 14	S00201S	CAN JUICE DOLE - SM	0.10
X 14	S00500M	Hot Tea - Bag	0.25
2	D02300	Frn Toast Puff	0.25
2	D05000	Maple Syrup	0.10
2	F00700	Fried Eggs	0.20
2	L00203	Canadian Bacon	0.60
3	E00101	Hot Hominy Grit	0.10

b. From this screen you can complete the following functions:

(1) Set/Unset Permanent Items.

- Highlight the recipe item on the list.
- Click on the Set / Unset Perm Items button. A prompt is displayed.

Set / Unset Perm Item

- Click on the Yes button to confirm your changes or the No button to discard them.

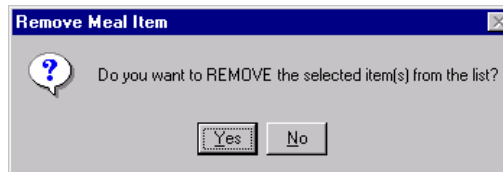
**NOTE:**

Any item that is set to non-permanent is relocated to the bottom of the Current Meal Items List.

Remove

(2) Remove the recipe item.

- Highlight the recipe item on the list.
- Double click on the recipe item OR click on the Remove button. A prompt is displayed.

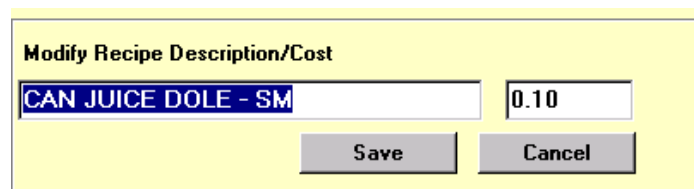


- Click on the Yes button to remove the recipe item.

(3) Modify the recipe item name and/or POS price.



- Highlight the recipe item on the list.
- Click on the Modify Recipe button. The Modify Recipe Description/Cost screen is displayed.

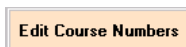


- Enter the new recipe item name and/or the new cost.
- Click on the Save button. The new name and/or cost is displayed on the Current Meal Items List.

**CAUTION:**

The beverage cost refers to the POS sell price (discount price). Operating expense will be added to the cost by the system to provide the Standard sale price (the price displayed at the cash register touch screen) for the item.

(4) Edit Course Numbers



- Click on the Edit Course Number button. The Current Course Names and associated course Sequence numbers screen is displayed.

**Current Course Names and associated course Sequence numbers**

Right Click Button to modify name

1	Soups / Appetizers	11	Taco Bar
2	Entrees	12	Potato Bar
3	Sides	13	Fitness Bar
4	Beverages	14	Sandwich Bar
5	Salads	15	Grab & Go
6	Short Order	16	Kiosk
7	Desserts	17	MISC 1
8	Combo Meals	18	MISC 2
9	Breads / Rolls	19	MISC 3
10	Pasta Bar		

Help   Modify Button Sequence   Modify Button Name   Save   Close

Modify Button  
Name

- To change a button name click on the name of the course you want to change.
- Click on the Modify Button Name button. The Create Course Name data entry box is displayed.

**Create Course Name**

Enter Course Name (30 Character Max)

OK

Cancel

Modify Button  
Sequence

- Enter the name you want to be displayed on the POS touch screen and click on the OK button. The new course name is displayed on the screen.
- Click on the Save button. The Edit Course Button confirmation message is displayed.
- Click on the OK button to exit.
- To change a course sequence number click on the Modify Button Sequence button.
- Click on the name of the course you want to change. The course selected box starts to flash on and off.
- Now, click on the name of the course that you want to swap number with.

Save

- Click on the Save button. The courses are switched and a message is displayed that the changes were saved to the database. Click on the OK button to exit.

(5) Clear the Production Schedule. This option is used to clear all non-permanent recipe items from the production schedule.

- Click on the Clear Production Schedule button. The Clear Production Schedule confirmation message is displayed.
- Click on the Yes button. All items listed without an X in front of them are deleted from the list.

c. Editing Meals. To edit a meal:

Edit Meal

- (1) Click on the Edit Meal button. The Production Schedule screen is re-displayed. The left side of the screen is broken down into two separate sections. The top section has all recipe items displayed for the Course highlighted in the Select Course column that have been scheduled for the selected meal. An X in front of the item indicates a permanent item that will always be there for the selected meal. The bottom section lists all the recipe items that are available (by course) that may be added to the meal.

#### NOTE:

You can add and/or mark as permanent multiple recipe items by holding down the “Ctrl” key while selecting the recipe items.

Production Schedule

Lunch Meal Plan Date: 8/6/01

Items with an 'X' are Permanent Items

Crs#	Recipe#	Current Soups	Appetizers	Cost
X 1	800401	Spiced Shrimp		1.15

Set / Unset Perm Item Add Remove

Crs#	Recipe#	Available Soups	Appetizers	Cost
1	800100	Cran/Ong Juice		0.55
1	800101	Crn/Apple Juice		0.20
1	800200	Chinese Egg Rol		0.60
1	800201	Chinese Egg Rol		0.60
1	800202	Philip Egg Roll		0.10
1	800203	Philip Egg Roll		0.10
1	800300	Tom Juice Ck		0.15
1	800301	Veg Juice Ck		0.15
1	800302	Specy Tom Jc Ck		0.15
1	800400	Shrimp Cocktail		1.00
1	800401	Spiced Shrimp		1.15

Modify Recipe Edit Course Numbers Clear Production Schedule Next Meal Close

Select Course

- Soups Appetizers
- Entrees
- Sides
- Salads
- Beverages
- Short Order
- Desserts
- Breads Rolls
- Pasta Bar
- View All Recipes
- Next >>>

Select Meal

- Breakfast
- Lunch
- Dinner
- Brunch
- Supper
- Night Breakfast
- Night Dinner
- Holiday Meal

**NOTE:**

A rectangular button with a light orange background and a thin black border. The text "View All Recipes" is centered in a black, sans-serif font.A rectangular button with a light orange background and a thin black border. The text "View Course Recipes" is centered in a black, sans-serif font.

You can add ANY recipe item (regardless of course) to a particular course by clicking on the View All Recipes button. This displays all recipe items in the scroll down portion of the screen. Recipe items may be displayed in more than one course on the POS touch screen. To return to the list of specific course recipe items, click on the View Course Recipes button.

**NOTE:**

You can place a recipe item in multiple courses on the POS touch screen

**NOTE:**

Items can be displayed by Course Number, Recipe Number, Recipe Item, or Cost by clicking on that selection at the top of the item list.

- (2) To add recipe items to the regular meal, follow the instructions for adding recipe items to the combo meal discussed in the section on combo meals. Remember that you can add the item as either a permanent item or a non-permanent item.
- (3) To modify the recipe item name and/or POS price, follow the instructions provided above for the initial Production Schedule data entry screen.
- (4) To delete recipe items from the menu, follow the instructions provided above for the initial Production Schedule data entry screen.
- (5) After all items have been added, modified, and/or deleted from the production schedule, click on the Close button to exit the process.



### Transaction Update Frequency

The Transactions Update Frequency option allows the manager to set the time (in seconds) up to 60 seconds in five-second increments. This option is used to tell the system how often to update the headcount recap screen when the Auto Update option on the BOS is activated



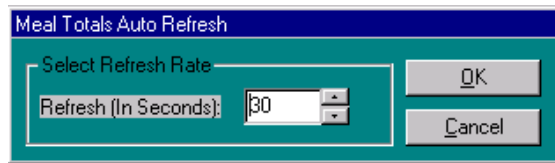
Manager Log On  
Icon



Transaction  
Update Frequency  
Icon

1. To modify the transactions update frequency, you must be logged on as a manager. Click on the Manager Log On icon in the tool bar. Select Manual Input and enter your nine-digit access code.

2. Click on the Transactions Update Frequency icon OR move the cursor to the Settings drop down menu and select the “Auto Update” option. The Meal Totals Auto Refresh box is displayed on the screen.



3. Set the desired time interval (from 5 to 60 seconds) and click on the OK button.

**SECTION 3.****Point of Sale (POS) Buffet Style (Standard) Operations**

This section provides information on how to operate the POS cash register touch screen to perform automated headcount procedures in a standard (buffet) mode. The POS computer systems should be powered up at the beginning of each day and powered down at the conclusion of each business day after all meals have been served.

**Accessing the SmartCard Food Service System.**

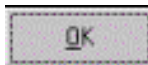
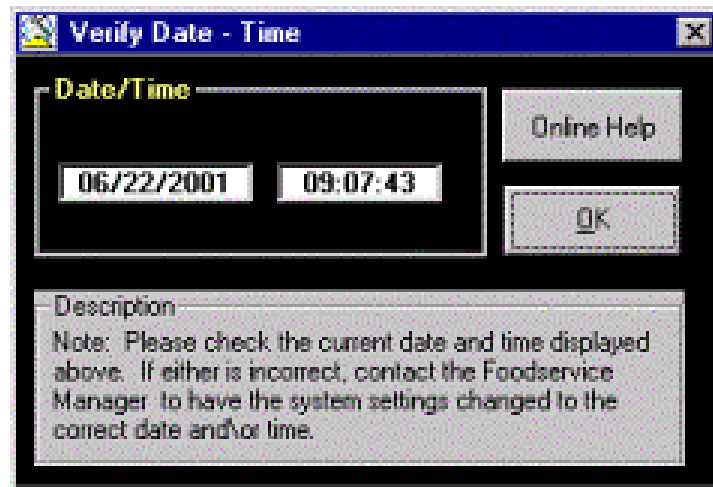
1. To log on to the system, press the power switch at the back of the computer terminal. The auto Log On should take you to the Verify Date – Time screen. If not, touch the SmartCard Food Service icon twice **OR** touch the Start button at the bottom left of the screen, select Programs, SmartCard Applications then SmartCard Foodservice. The Title screen then Reader Connect Screen will be displayed briefly then the Verify Date and Time Screen will be displayed.



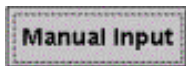
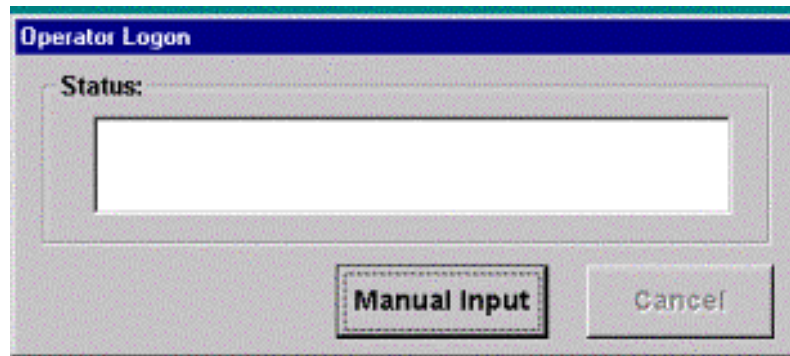
SmartCard Food Service Icon

**NOTE:**

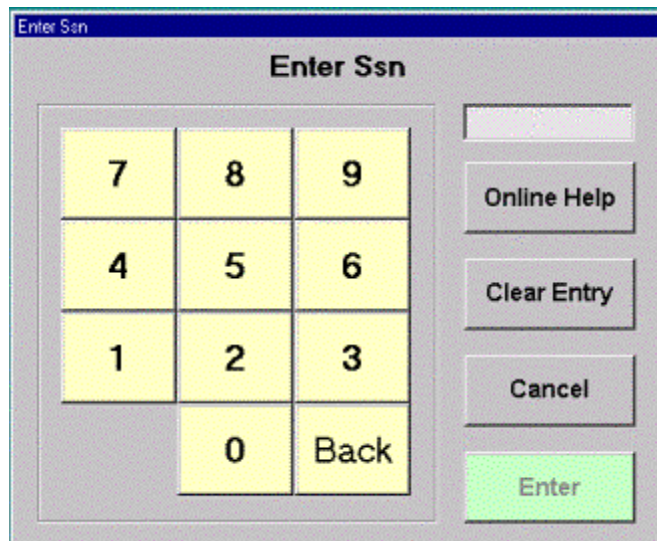
If you have trouble logging on by double clicking the SmartCard Food Service icon, highlight the icon and press the Enter button on the Number Key Pad.



2. If both the date and time are correct touch the “OK” button. (NOTE: if the date or time is wrong, contact the manager). After you press “OK” the Operator Log On Screen is displayed.



3. Insert your Common Access Card (CAC) or press the Manual Input button. If manual input is selected the Enter SSN Screen is displayed.



4. Enter your nine-digit access code and press [ENTER]. If you make a mistake, press [Clear Entry] and re-enter. (NOTE: if you key in the wrong access code, a message is displayed informing you that the code entered is not a valid user). The SmartCard Food Service Headcount Screen is displayed.

File Meals Settings View Tools Help

**CARDINAL INN**

Start Stop Regular Non-Card Group System Menu Totals Manager

Single Diner w/Card Status

Current Meal: **Meal Not Selected!**

Headcount Totals	
SIK Diners:	0
Cash Diners:	0
Non-Card Diners:	0
Payroll Deductions:	0
<b>Total Diners:</b>	<b>0</b>

Payroll Deduction Totals	
Total Payroll Deduction:	\$0.00

Cash Totals	
Beginning Balance:	\$0.00
Current Meal:	\$0.00
<b>Total Cash:</b>	<b>\$0.00</b>

**Smart Card Foodservice**

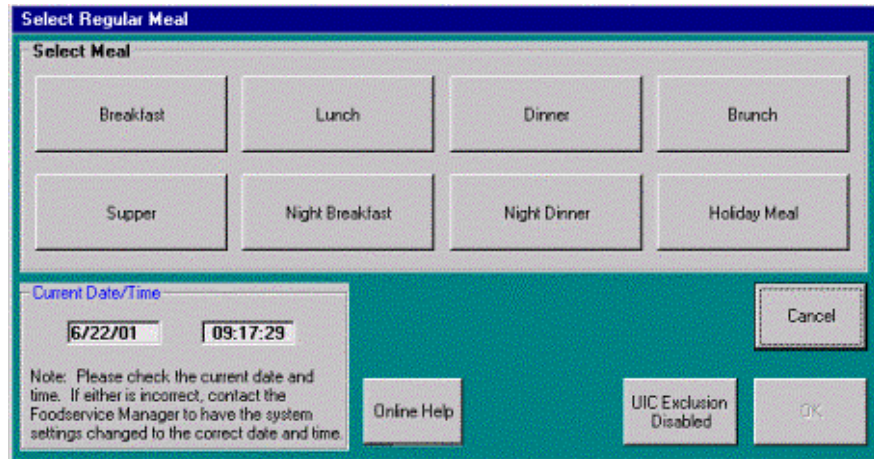


### Processing Headcount Transactions.

1. To begin processing headcount for meals you must select a meal. Press the “Regular” icon on the Tool Bar. The “Select Regular Meal screen is displayed.


### NOTE:

The Holiday Meal selection is normally used on Thanksgiving Day and Christmas Day instead of the Lunch meal. The date that these meals will be served is stored in the system (and may be changed by the manager). If the system is set for a holiday meal reminder and you select the holiday meal on any other day a message will be displayed on the screen.



The "Select Regular Meal" screen features a title bar with the text "Select Regular Meal". Below the title bar is a section labeled "Select Meal" containing eight buttons arranged in two rows: Breakfast, Lunch, Dinner, Brunch, Supper, Night Breakfast, Night Dinner, and Holiday Meal. At the bottom of the screen, there is a "Current Date/Time" section with two input fields showing "6/22/01" and "09:17:29". To the right of these fields is a "Cancel" button. Below the date/time fields is a note: "Note: Please check the current date and time. If either is incorrect, contact the Foodservice Manager to have the system settings changed to the correct date and time." To the right of the note are three buttons: "Online Help", "UIC Exclusion Disabled", and "OK".

2. Select the meal that you are going to process headcount for and press "OK". The Enter Start Bank Amount screen is displayed. Use this screen to enter the amount of money issued as a change fund.



The "Enter Start Bank Amount" screen has a title bar with the text "Enter Start Bank Amount". Below the title bar is a section labeled "Enter Start Bank Amount" containing a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, ., 0, and a "Back" button. To the right of the keypad are four buttons: "Online Help", "Clear Entry", "Cancel", and a green "Enter" button.



The "Cash Totals" box is located at the bottom left of the screen. It contains three rows of information: "Beginning Balance:" with a value of "\$15.00", "Current Meal:" with a value of "\$0.00", and "Total Cash:" with a value of "\$15.00".

3. Enter the dollar value of the start bank and press [ENTER]. If you make a mistake press the Clear Entry button and re-enter. The start bank amount you enter is displayed in the Cash Totals box at the bottom right of the headcount screen. Also, the Insert ID Card command is flashing on the screen indicating that you are now ready to start processing diners.

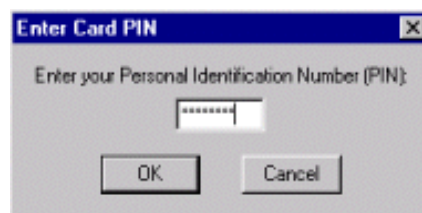
## Diner With Card

### NOTE:

Currently there are two types of ID Card in use. The Common Access Card (CAC) and the Rapids Card (the old style ID card). The type of card the diner has will determine which type of reader to use to process the card. When using the CAC reader, insert the card into the reader. **DO NOT** remove the card until the system prompts you to remove the card. When using the Rapids ID Card Reader place the card in the reader with the back of the card towards you and depress the card **SLOWLY** into the reader. A brief message is displayed that the card is processing.

4. To process diners with a military ID card place the diner's ID card into either the CAC card reader or the Rapids card reader.

a. If the CAC is used the Enter Card PIN screen is displayed.



b. Have the diner use the number entry pad to enter his/her PIN and press [ENTER]

### NOTE:

If the diner enters an incorrect/incomplete PIN a message is displayed. Press the "OK" button and remove the CAC. Reinsert the CAC and have the diner reenter the PIN. If any further error messages are displayed, process the diner using the Non-Card Diner process.

c. The Single Diner w/Card \_\_\_\_ Meal is displayed.

d. The system defaults the meal entitlement to BAS. If the diner is a BAS diner remove the CAC to accept the transaction. If the diner is other than BAS, press the Override Meal Entitlement button. The Single Diner w/Card \_\_\_\_ Meal screen is displayed.



Single Diner w/Card for Breakfast Meal

Card Information

Name: LOVELL, SHANNON V

Meal Entitlement: Unknown

Category: USA

Reporting Unit Code (RUC):

Meal Cost \$ 0.00

PAYROLL DEDUCTION

Online Help Override Meal Entitlement >> Cancel

Select Meal Entitlement

Subsistence In Kind (SIK)

Basic Allowance With Discount (BAS/DS)

BAS

- e. Select the appropriate meal entitlement category (BAS/DS or SIK).

**NOTE:**

If SIK is selected and the diner's card has already been used for that meal, a message is displayed that a duplicate headcount entry was detected and that the SIK option is not valid. The diner may consume another meal by use of the BAS option.

- f. If SIK is selected, the SIK Verification screen is displayed.
- g. Press "OK". The record is processed and you are returned to the headcount screen.
- h. If BAS or BAS/DS is selected the Meal Total screen is displayed with the cost of the meal displayed and the cash drawer opens.



The screen displays the meal total and options for payment and deduction.

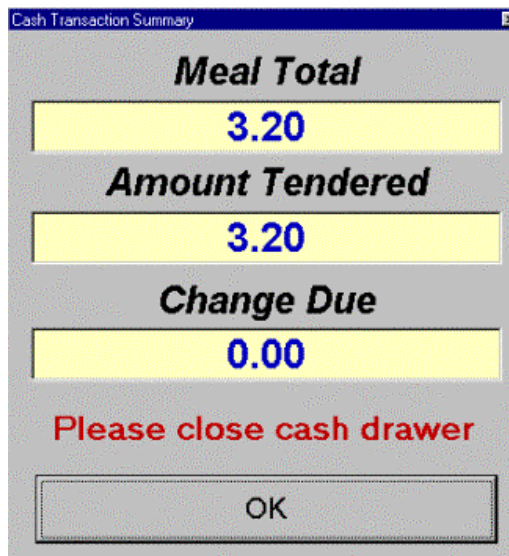
**Meal Total**  
1.60

Buttons: Amount Tendered, Cancel, US Army Payroll Deduction, OK

Meal Entitlement: BAS  
Branch: USA  
# Diners: 1

Online Help

- i. If the diner gives you exact change, press the OK button and the Cash Transaction Summary screen is displayed.



The screen displays the cash transaction summary and instructions.

**Meal Total**  
3.20

**Amount Tendered**  
3.20

**Change Due**  
0.00

Please close cash drawer

OK

- j. Place the money in the cash drawer, close the drawer, and press the OK button. The headcount screen is displayed for the next transaction
- k. If you must make change for the diner, press the Amount Tendered button. The Enter amount received screen is displayed



Enter Amount Received

Enter Amount Received

7	8	9
4	5	6
1	2	3
.	0	Back

5.00

Online Help

Clear Entry

Cancel

Enter

- l. Enter the amount the diner gives you and press [ENTER]. The Meal Totals Data Screen is displayed which shows diner information; meal total, amount tendered, change due.

**Meal Total**

**1.60**

**Amount Tendered**

**5.00**

**Change Due**

**3.40**

Amount Tendered

Cancel

US Army Payroll Deduction

OK

Meal Entitlement: BAS

Branch: USA

# Diners: 1

Online Help

- m. If all entries are correct press the OK button or else make the needed changes using one of the other buttons. The Cash Transactions Summary screen is displayed. Give the diner the change due, close the cash drawer, and press the OK button. The headcount screen is displayed for the next transaction.

**NOTE:**

As you process diners through the headcount station all pertinent data is displayed on the headcount screen at the station and is also visible to the manager on the BOS screen in the office.

## Non-Card Diner



Non-Card Icon

5. To process a diner without an ID card or an unreadable ID card press the Non-Card icon. The Diner w/out Card screen is displayed.

**Name:** **Diner w/out Card** **SSN:** **Category:**

**Select Category**

US Marine Corps	US Navy	US Coast Guard
USMC Reserve	US Navy Reserve	Coast Guard Reserve
ROTC	US Navy Cadet	Civilian
US Air Force	US Army	TAR
Air Force Reserve	US Army Reserve	Foreign
Air Force Nat'l Guard	Army Nat'l Guard	OTHER

**Select Meal Entitlement**

SIK  
BAS/DS  
BAS

**Select Number Of Diners**

Enter Number of Diners

**Accept**  
**Cancel**  
**Next Card**  
**Quit**  
**Online Help**

**Selection Status**

Category: **Not Selected !**  
Meal Entitlement: **Not Selected !**  
Number Of Diners: **Not Selected !**  
Meal Selection: **Breakfast**  
Meal Cost: **0.00**

- Select the diner category from the flashing area on the screen for the type of diner.
- Select the Meal Entitlement from the flashing portion of the screen.
- If SIK the Enter SSN screen is displayed. Enter the diner's social security number end press [ENTER].
- Press the Enter Number of Diners button. The Enter Number of Diners screen is displayed.

The screenshot shows a software interface for entering the number of diners. It includes a numeric keypad with buttons for digits 0-9, a 'Back' button, and an 'Enter' button. To the right of the keypad are buttons for 'Online Help', 'Clear Entry', 'Cancel', and 'Enter'.

- e. Enter the number of diners and press [ENTER].
- f. Review the data entered at the bottom of the screen. If it is correct press the Accept button. The Verify SIK Transaction screen is displayed for review one more time. If correct press the OK button. If incorrect select Cancel to return to the previous screen and make corrections as required.
- g. If BAS or BAS/DS is selected the Enter SSN screen is displayed.
- h. Enter the diner's social security number end press [ENTER].

**NOTE:**

The enter SSN screen is not displayed if the civilian or foreign category is chosen for the diner

- i. Press the Enter Number of Diners button. The Enter Number of Diners screen is displayed.
- j. Enter the number of diners and press [ENTER]. Review the data entered at the bottom of the screen. If it is correct press the Accept button. The Meal Total screen is displayed with the cost of the meal and diner information displayed, and the cash drawer opens.
- k. If the diner gives you exact change, press the OK button. The Cash Transactions Summary screen is displayed.
- l. Place the money in the drawer, close the drawer, and press the OK button. The headcount screen is displayed for the next transaction.

- m. If you must make change for the diner, press the Amount Tendered button. The Enter amount received screen is displayed.
- n. Enter the amount the diner gives you and press [ENTER]. The Meal Totals Data Screen is displayed which shows the diner information, meal total, amount tendered, and change due.
- o. If all entries are correct press the OK button or else make the needed changes using one of the other buttons. After pressing OK the Cash Transactions Summary screen is displayed.
- p. Give the diner the change due, close the cash drawer, and press the OK button.
- q. Press the Quit button and the headcount screen is displayed for the next transaction.

**Options available are:**

Accept – This option accepts the transaction for further processing

Cancel – To cancel the transaction and start over.

Next Card – To process the next non-ID card diner.

Quit – Returns you to the main headcount screen for the next transaction.

On-Line Help – Help Screens.

**Groups – One Line Entry**



Group Icon

6. To process a group of diners (One Line Entry), press the Group icon. The insert ID Card message is displayed. Place the ID Card of the person in charge of the group in the card reader and press down to process the card. The group headcount data selection screen is displayed. The name, SSAN, and category of the person in charge of the group is displayed at the top of the screen.

- (a) Select the diner category from the flashing area on the screen for the type of diner. There may be a requirement for more than one scan of the card for different categories of diners.
- (b) Select the Meal Entitlement from the flashing portion of the screen.

- (c) Press the Enter Number of Diners button. The Enter Number of Diners screen is displayed. Enter the number of diners and press [ENTER].
- (d) Review the data entered at the bottom of the screen. If it is correct press the Accept button. For SIK transactions the Verify SIK Transaction screen is displayed for review one more time. If correct press the OK button. If incorrect select Cancel to return to the previous screen and make corrections as required.
- (e) Review the data entered at the bottom of the screen. If it is correct press the Accept button; the cash drawer opens. For BAS or BAS/DS transactions the Meal Total screen is displayed with the cost of the meals.
- (f) If the diner gives you exact change press the OK button and the Cash Transactions Summary screen is displayed. Place the money in the cash drawer, close the drawer, and press the OK button. The headcount screen is displayed for the next transaction.
- (g) If you must make change for the diner, press the Amount Tendered button. The Enter Amount Received screen is displayed.
- (h) Enter the amount the diner gives you and press [ENTER]. The Meal Totals Data Screen is displayed which shows the diner information, meal total, amount tendered, and change due.
- (i) If all entries are correct press the OK button or else make the needed changes using one of the other buttons. After pressing OK the Cash Transactions Summary screen is displayed. Give the diner the change due, close the cash drawer, and press the OK button.
- (j) Press the Quit button to return to the headcount screen for the next transaction.

**NOTE**

Multiple diner categories can be processed under one group sponsor. After processing a group of diners and the Quit button is pressed a message box is displayed informing you that if the group sponsor is not included in the group number you must read the sponsor's ID card to process him/her as a single diner. (This is especially true if the sponsor is entitled BAS and the group members are SIK).

**NOTE:**

If the group's sponsor has no ID Card, process the group as a non-card entry.

**Voids**

Voids Icon

7. To process a VOID press the Voids icon. The Void Meal (Manager) data entry box is displayed. The manager must select Manual Input and enter his or her 9-digit access code to process a void. The cashier cannot process a void. The Void Meal (Diner) data entry box is displayed. Select Manual Input. You can process the void using the person's ID Card, SSAN, or transaction ID number from the register receipt.

- a. If the transaction type voided is SIK, the message "SIK Meal Voided is displayed. Press the OK Button.
- b. If the transaction type voided is BAS or BAS/DS, the message "Refund Due \$0.00" is displayed. Press the OK Button. Open the cash drawer and give the diner his or her refund.



Start and Stop Icons

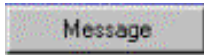
**Start and Stop Headcount Processing.**

The Start and Stop functions are used whenever you want to stop processing headcount data and are controlled by buttons on the toolbar at the top of the headcount screen. For instance if you were to leave the headcount station you would press the Stop button so that no erroneous headcount entries are processed. When you want to resume processing headcount, press the Start button and you will be ready to process the next transaction. You must also press the Stop button in order to log off the system

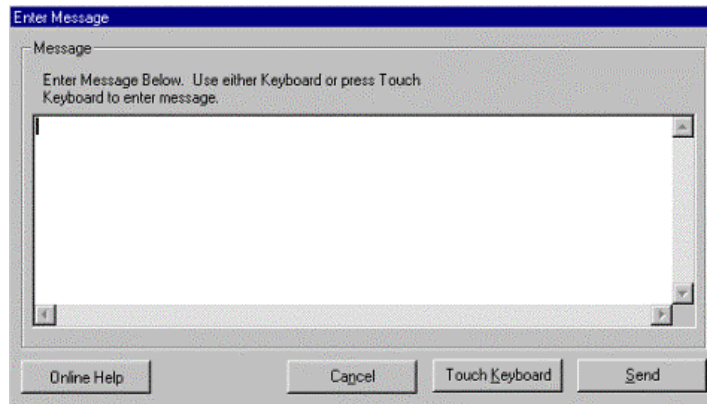


## Message Center

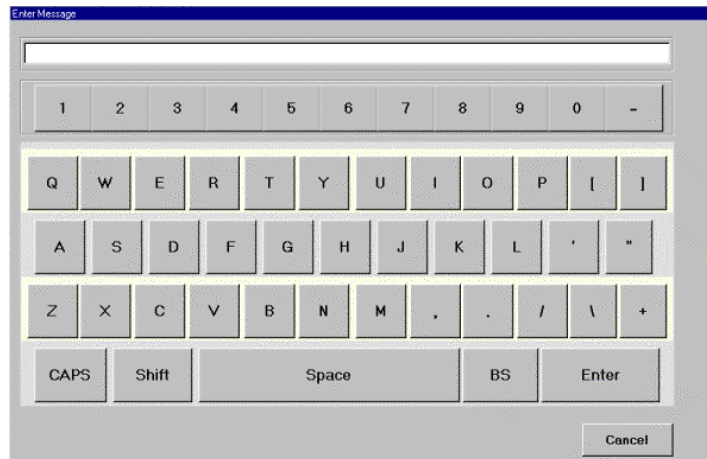
The message center allows the user to send messages to the BOS. This function comes in handy if the headcounter needs some change or perhaps assistance from someone in the back office while the meal is being served.



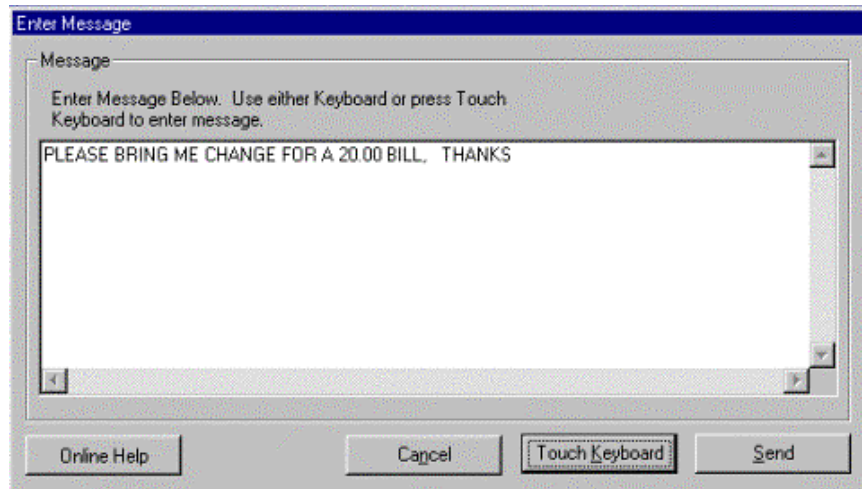
1. To send a message to the BOS, press the Message button at the bottom of the POS touch screen. The Enter Message data entry screen is displayed.



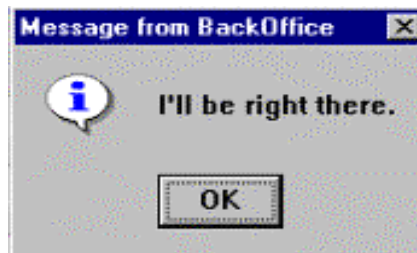
2. Press the Touch Keyboard button. A simulated keyboard is displayed on the touch screen.



3. Use the touch screen keyboard to type your message and press the Enter button. Your message is displayed in the Enter Message data screen.



4. Press the Send button to send the message to the BOS. The message will be displayed on the screen at the BOS. The headcount entry or A La Carte screen is displayed.
5. When a message is received from the BOS it is displayed on the POS touch screen.



6. After reading the message, press the OK button to resume headcount processing.



### Tool Bar Options.

At the top of the headcount screen there is a tool bar with several options available. The options that are available depend on whether the Start or Stop buttons are activated or whether the manager is logged on to the POS system. Some of the options should only be accessed by the AFMIS System Administrator.

1. When headcount **IS NOT** being processed by the operator (Stop Button Activated), the following options are available:

- Start. Allows the user to process diners through the headcount station.
- Regular. Use this option to select the meal that headcount is being collected for.
- System Menu. The following options are available to the operator when the System Menu button is selected:
  - Receipt Recall. Use this option to reprint a diner's receipt.
  - Switch ALC. This option is used to switch from Non-A La Carte to A La Carte operation and vice versa.
  - Add Non-Card Meal Data. Not currently available.
  - Online Manual. Not Available.
  - Application Information. Provides on-screen information about the system such as name, version, etc.
  - Turn Status Bar On/Off. Removes the station number, date and time from the bottom of the screen.



- Exit Menu. Exits the tool bar menu and returns to the headcount screen.
- Totals. Displays a headcount breakdown by category of diner for the current meal being served.
- Manager. Use this selection to log on as a manager.

2. When headcount **IS** being processed by the operator (Start Button Activated), the following options are available:

- Stop. Use this selection to interrupt headcount processing (this button must be activated BEFORE the manager can log on).
- Non-Card. Used to process diners (or a group of diners) without a card or the card will not read. See process instructions above.
- Group. Used to process a group of diners when the person in charge of the group has an ID card or CAC. See process instructions above.
- Voids. Used to void a transaction. See process instructions above.

3. When the manager is logged on to the POS system the following options are available:

- View Previous HC (headcount) Data. Use this option to review previous day's headcount data.
- System Menu. The following options are available to the manager when the System Menu button is selected:
  - Next. Press this button to move to the next set of tool bar options.
  - Switch ALC. This option is used to switch from Non-A La Carte to A La Carte operation and vice versa.
  - Add Non-Card Meal Data. Currently not available.
  - Online Manual. Not Available
  - Application Information. Provides on-screen information about the system such as name, version, etc
  - Turn Status Bar On/Off. Removes the station number, date and time from the bottom of the screen.
  - Exit Menu. Exits the tool bar menu and returns to the headcount screen
  - Change Reader Port. **SA use ONLY.**
  - Receipt Printer Options.
  - Edit Meal Data. Allows the manager to modify headcount data. See instructions in BOS section of this manual.

- Change Station Number. The change station option allows the manager to change the number of the station to better track headcount (might be used if headcount person is replaced during a serving period)Edit DFAC Name / UIC. **SA use ONLY.**
  - Edit UIC Exclusion. Not used in Army dining facilities.
  - Network Settings. **SA use ONLY.**
  - Exit Application. Select this option to log off the SmartCard Food Service System and return to the Windows desktop.
  - Totals. Displays a headcount breakdown by category of diner for the current meal being served.
- Log Off. Use this selection to log off as a manager.

### **Logging Off the SmartCard Food Service System.**

You should shut down the SmartCard Food Service system each day after the last meal of the day is served. Bring the system down correctly the manager must perform the following steps:

1. Press the Manager button on the tool bar.
2. Select Manual Input and enter your access code.
3. Press the Next button until the Exit Application button appears on the tool bar.
4. Press the Exit Application button. A message is displayed “Quit SmartCard Food Service” Yes or No.
5. Press the Yes button. The Windows desktop is displayed.
6. Press Start and select Shutdown. At the Shutdown window make sure the radial button is set to “Shut The Computer Down” and press the Yes button.
7. When the message “It is now safe to turn off your computer” is displayed, press the Off button on the back of the computer terminal.

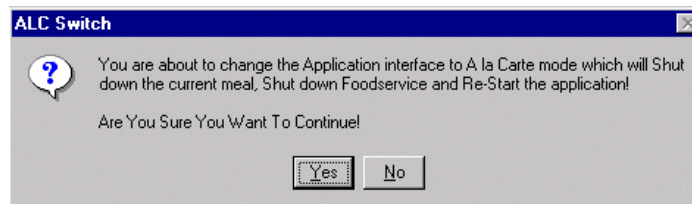
### Switching From Non-A La Carte (NALC) to A La Carte (ALC)

If your dining facility is changed to an A La Carte type of operation you can change the cash register touch screens to allow you to operate in the A La Carte mode. You can also switch back and forth between A La Carte and Standard whenever the need arises (ie; serving a buffet type meal on the weekend, holiday lunch meal, etc). You must be logged on as a manager to make this type of change.

#### NOTE:

You **CANNOT** switch between NALC and ALC **DURING** a meal at any station that has already started processing headcount transactions. If you must switch after starting headcount entry you must first change the station number on the POS device.

1. From the headcount screen press the Manager Key icon on the toolbar and enter your nine-digit access code.
2. Press the System Menu icon to activate the Application Menu toolbar.
3. Press the Next button until the “Switch ALA” button is displayed.
4. Press the Switch ALA button. A Warning message is displayed on the touch screen.



5. Press the Yes button. The system will shut down and reboot. The A La Carte processing screen will be displayed.



6. Follow the instructions in Section 4 of this manual for A La Carte operations.

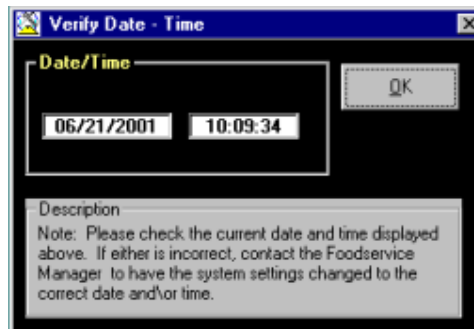
**SECTION 4. Point of Sale (POS) A La Carte Operation**

This section provides information on how to operate the POS cash register touch screen to perform automated headcount procedures in the ALA Carte mode.



SmartCard Food  
Service Icon

1. To log on to the system, touch the Smart Card Food Service icon twice on the touch screen or highlight the Smart Card Food service icon and press Enter.
2. The Verify Date/Time Screen helps to ensure that the application records data with the correct date and time. The date and time displayed on this screen reflects the date and time set on the computer.



3. If the date and/or time are correct, press the OK button. If the date and/or time are incorrect, notify the manager. The operator logon screen is displayed.
4. To log on the Point of Sales device, insert your CAC into the reader OR press Manual Input.



If manual input is selected, the Enter SSN screen will be displayed

5. Enter the nine-digit access number and press ENTER. The Main Screen will be displayed.

### Selecting a Meal to Process

The operator must select a meal before any headcount/sales transactions can be processed.

1. From the Horizontal toolbar, press the Select Meal button. The Select Regular Meal screen is displayed.

2. Select the appropriate meal. The selected meal button turns red. Press OK. The Enter Start Bank screen is displayed.

Enter Start Bank Amount

7	8	9
4	5	6
1	2	3
.	0	Back

Clear Entry

Cancel

Enter

3. Enter the dollar value of the start bank (change fund). Decimal points are not required for whole dollar amounts.
4. Press Enter when input is complete. The Main screen will be displayed.

## The Main Screen



**NOTE:**

The Main Screen is composed of seven sections: Diner Information, Instruction Box, Items, Select Courses, Meal Items, Horizontal Toolbar and a Status Bar. Items will be located according to the course they have been assigned to in Meal Planning. After a meal is selected, the operator can process diners.



- a. The Diner Information box displays information read from the diner's identification card.
- b. Instruction Box, located just below the Diners Information section of the main screen, displays messages to the user. The messages are generally instructions, but can also be status notices.
- c. The Items Section of the Main Screen is located just below the Instruction box. The Items section lists each menu item that the user has selected and the cost associated with that item.
- d. The Select Courses screen is located next to the Diner Information box. Each course selected will display those items that have been designated for that particular course by the Installation Food Program Manager through the AFMIS course designation screens.
- e. The Meal Items Section of the Main Screen is located to the right of the Select Courses section. These are menu items that are currently available for sale.

**NOTE:** The Miscellaneous Button is used when the operator has to input an item's cost on the Point of Sales device.

- f. The Horizontal Toolbar, displayed at the center bottom of the screen, displays the following buttons/toggle switches: Diet Meal (when pressed will display Non Diet Item), View Transaction Options, Override MEC, Non-Card Diner, Open Drawer, Cancel Transactions and Select Meal.

**NOTE:** A toggle button is a button that turns the noted process on or off.  
\* Denotes toggle buttons.

- (1) \*Diet Meal/Non Diet Item: Allows the operator to discount items selected for reduced portions.
- (2) View Transaction Options: Allows the manager to recall a receipt, view meal totals periodically, void the previous transaction and enter the application setup screen.
- (3) \*Override MEC: Allows the operator to override the MEC if incorrectly put in through the Non-Card diner input screens.

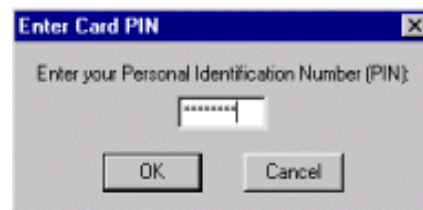
- (4) Non-Card Diner: Allows the operator to process headcount for a diner that has no identification card or the card fails to properly scan on the Card reader.
  - (5) Open Drawer: Allows the operator to open the cash drawer without processing a transaction.
  - (6) Cancel Transaction: Allows the operator to cancel the current transaction and start the process again.
  - (7) Select Meal: Allows the operator to select the meal for service. This function must be done in order to process any headcount.
- g. The Status Bar, displayed just below the Horizontal toolbar, displays the following items: Meal currently set, Station ID, Date, Time, Message Center, Log Off, and the About button.
- ♦ Meal: Shows the meal currently being served.
  - ♦ Station ID: Shows the station ID of the POS.
  - ♦ Date: Shows the systems date.
  - ♦ Time: Shows the current time on the POS.
  - ♦ Message Center: Allows the operator to communicate with the back office through messages.
  - ♦ Log Off: Logs the operator out of the meal.
  - ♦ About: Information about program version, etc.

## MEAL PROCESSING PROCEDURES

**NOTE:** Currently there are two types of ID Card in use. The Common Access Card (CAC) and the Rapids Card (the old style ID card). The type of card the diner has will determine which type of reader to use to process the card. When using the CAC reader, insert the card into the reader. **DO NOT** remove the card until the system prompts you to remove the card. When using the Rapids ID Card Reader place the card in the reader with the back of the card towards you and depress the card **SLOWLY** into the reader. A brief message is displayed that the card is processing

### To process meals for diners with a military ID card:

1. Place the diner's ID card into either the CAC card reader or the Rapids card reader
  - a. If the CAC is used the Enter Card PIN screen is displayed.



- b. Have the diner use the number entry pad to enter his/her PIN and press [ENTER]

**NOTE:** If the diner enters an incorrect/incomplete PIN a message is displayed. Press the “OK” button and remove the CAC. Reinsert the CAC and have the diner reenter the PIN. If any further error messages are displayed, process the diner using the Non-Card Diner process.

**NOTE:** Currently the Meal Entitlement Category (MEC) is not coded on the Common Access Card (CAC). For those diners using the CAC the BAS type diner will be defaulted on the POS screen. Be sure to verify that the diner is actually a BAS diner. If not, change the MEC as explained below.

2. The diner's information is displayed in the Diners Information Section at the top left on the Main Screen. Review the displayed information.
  - a. If you need to change the diner's MEC press the "Override MEC" button. The Select MEC Override screen is displayed. (You must process any MEC change BEFORE pressing the "Record Transaction" button).
  - b. Select the appropriate MEC. (The diner information section in the upper left hand corner of the screen should display the new MEC selected).
3. Select each of the diner's meal items. Each item appears, with its associated price, in the Items section of the Main Screen.
4. Repeat this process until all of the items are selected.
5. Press Record Transaction to process and record this transaction

**NOTE:**

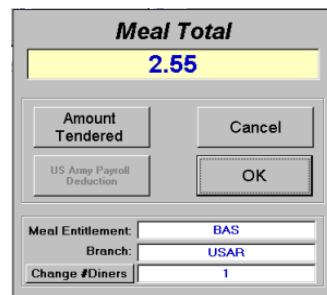
There are several Card Processing Sequences:

- ♦ Read Card, Process Items, Record Transaction
  - ♦ Process Items, Read Card, Process More Items, Record Transaction
  - ♦ Process Items, Read Card, Record Transaction
6. If the diner's category is SIK, the SIK Transaction Verification screen will appear.



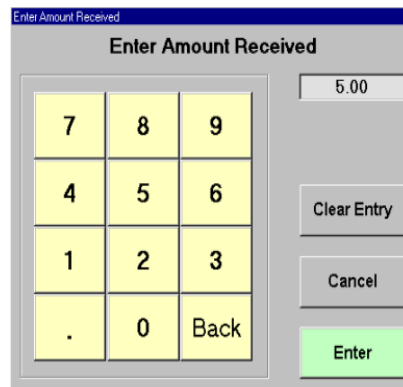
7. Press OK. Then proceed to process another diner.

8. If the diner's category is BAS or BAS/DS, the Meal Total screen will be displayed.

The image shows a screen titled "Meal Total". At the top, the amount "2.55" is displayed in blue text on a yellow background. Below this, there are two buttons: "Amount Tendered" and "Cancel". Under "Amount Tendered" is a button labeled "US Army Payroll Deduction". To the right of these buttons is an "OK" button. At the bottom, there are three input fields: "Meal Entitlement:" with "BAS" entered, "Branch:" with "USAR" entered, and "Change #Diners" with "1" entered.

9. Collect the amount displayed. If the diner pays with the exact dollar amount displayed, press the OK button.

10. If the diner gives you more money than the meal total, press the Amount Tendered button. The Amount Received Box will be displayed.

The image shows a screen titled "Enter Amount Received". At the top, the amount "5.00" is displayed. Below this is a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, a decimal point, 0, and a "Back" button. To the right of the keypad are three buttons: "Clear Entry", "Cancel", and a green "Enter" button.

11. Enter the dollar amount received from the diner to include the decimal points and press Enter.

**NOTE:**

The Clear Entry button will clear the display. The Cancel button will cancel the transaction and take you back to the Main Screen so that you may start the transaction again. The Enter button will accept the dollar amount on display.

12. The Cash Transaction Summary Screen is displayed with the Meal Total, Amount Tendered and Change Due. The diner's receipt will print.

Cash Transaction Summary

<b>Meal Total</b>
4.65
<b>Amount Tendered</b>
5.00
<b>Change Due</b>
0.35

Please Close Cash Drawer

OK

13. Give the diner his/her appropriate change and receipt. Close the cash drawer and press the OK button.

## PROCESSING NON-CARD DINERS

This process is used for diners that do not have a valid ID card or a card that has been scanned and creates a reader error due to expiration, bar code that cannot be read, etc.

### Non-Card Diner

1. Press Non-Card Diner on the vertical toolbar. The Non-Card Diner main screen will be displayed.

Select Category:

US Army	US Navy	US Coast Guard
US Army Reserve	US Navy Reserve	Coast Guard Reserve
Army Nat'l Guard	US Navy Cadet	Civilian
US Air Force	US Marine Corps	TAR
Air Force Reserve	USMC Reserve	Foreign
Air Force Nat'l Guard	ROTC	OTHER

Select Meal Entitlement:

SIK
BAS/DS
BAS

Select Number Of Diners:

Enter Number of Diners

Clear Form

Cancel

Close

Selection Status:

SSN	Not Selected !
Category	Not Selected !
Meal Entitlement	Not Selected !
Number Of Diners	Not Selected !
Meal Selection	Dinner

**NOTE:** Each field of entry will flash for input.

2. Enter the diner's Category. (i.e. US Army, US Navy, etc)
3. Select the Meal Entitlement Category (MEC).
4. Enter the Non-Card diner's SSN (if required), on the 'Enter the SSN' Screen and press Enter.

5. Press the Enter Number of Diners button.

6. Enter the number of diner's on the screen's numeric keypad or the system's numeric keypad.

**NOTE:** The number of diners can be a minimum of 1 or multiple up to 9999.

7. Verify all information in the Selection Status area on the Non-Card Information screen. Press the Close button to go to the main screen and begin processing meal items.

8. If Meal Entitlement is SIK, the SIK Transaction Verification Box will appear with the number of SIK diners.



9. Verify that the information is correct and press OK.

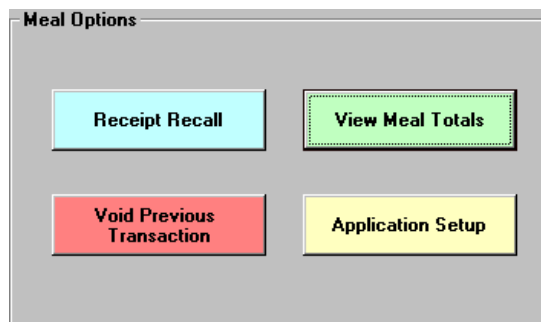
### **Override the Meal Entitlement Category (MEC)**

In some cases, the operator may need to override the meal entitlement displayed in the Diner Information section of the Main Screen. Each time an operator overrides a meal entitlement, the transaction is recorded in the application's database. The manager can run a report of meal overrides.

1. On the Horizontal toolbar, press the Override MEC button.
2. The Select Override screen appears.
3. Select the correct override option. The main screen appears with the new MEC displayed in the Diners Information section.

### **Meal Options**

Use this function to access Receipt Recall, View Meal Totals, Void Previous Transaction and Application Setup. To access this option, press the View Transactions Options button at the bottom of the main screen. The Meal Options screen is displayed.





## Receipt Recall

1. Press Receipt Recall. A Recall Receipt Data Screen is displayed.
2. Enter the diner's card or manually enter the diner's SSN. The following screen will appear.

**Recall Receipt Data - Alacarte**

**Options**

Date:

Meal:

**Personnel Info**

**Trans. #: Date/Time Cost**

2	7/24/01 15:20:51	\$4.10
---	------------------	--------

If the receipt summary you see is correct, press Print Receipt. If the receipt summary is incorrect, make any needed changes and either Select NEXT CARD and reinsert card or press Manual Input for a new receipt summary.

3. If you wish to print the receipt again, highlight the row showing the transaction number, date/time and amount of the receipt. The Print Receipt Button will be bolded.
4. Press Print Receipt. The receipt will be printed.
5. Press Cancel Transaction to close the Meal Options screen.

## View Meal Totals

1. Press View Transaction Options
2. Press View Meal Totals. The Transaction Totals screen will appear.

**Transaction Totals**

Regular Meal Totals		Breakfast Totals	
ITEM	0	Summary	0
USMC	0	SA IC	0
USA	0	Cash IC	1
CV	0	Pay Ded	0
USAF	0	Total IC	1
USMC	0	<b>Smart Card IC Totals</b>	
USAF	0	SA	0
USMC	0	CASH	1
AFMS	0	DAR	0
AFMS	0	<b>Non-Card IC Totals</b>	
AFMS	0	SA	0
AFMS	0	DAR	0
AFMS	0	CASH	0
AFMS	0	<b>Payroll Deductions</b>	
AFMS	0	CASH	0
AFMS	0	DAR	0
AFMS	0	<b>Cash Totals</b>	
AFMS	0	Beginning	0.00
AFMS	0	Collected	1.65
AFMS	0	Total Cash	1.65

**Note:**  
Card, Non-Card and Cash totals do not include Payroll Deductions.

**Close To Continue:**

**Important Note:**  
Totals reflect Meal Totals for the current meal BEFORE close out !!

### NOTE:

It is advised to verify this information prior to closing out the station and exporting headcount to AFMIS

3. Press the Close to Continue button. This will take you back to the Meal Options Screen.
4. Press Cancel Transaction to close the Meal Options screen.

## **Void/Cancel Transactions/Remove Meal Items Selected**

### **Void a Previously Recorded Transaction**

1. Press the View Transaction Options button. The Void Meal screen will be displayed for manager's access.
2. Insert the manager's card OR press Manual Input. If manual input is selected, enter the Manager log on ID, and press Enter. A Void Meal screen will be displayed.
3. Insert the diner's card OR press Manual Input. If manual input is selected, enter the diner's SSN you wish to void, and press Enter.
4. A Void Meal confirmation screen will be displayed stating the meal has been voided or a refund due the diner. Press OK.
5. Press Cancel Transaction to close the Meal Options screen.

### **Cancel a Transaction**

While processing diner items, if you wish to cancel the entire transaction, press Cancel Transaction on the horizontal toolbar. This will clear the entire main screen, to include all Diner Information. The screen is ready to process information for the next diner.

**NOTE:** This process will only cancel the current transaction!

### **Remove Selected Item(s)**

This process is used to remove selected items or groups of items that have been entered in the diner's item area.

1. To cancel the last item selected:
  - a. On the Vertical toolbar, press Remove Item
  - b. The Cancel Transaction screen appears.
  - c. On the Cancel Transaction screen, press Last Item Selected.
  - d. The Items screen appears with the last item removed.

**NOTE:**

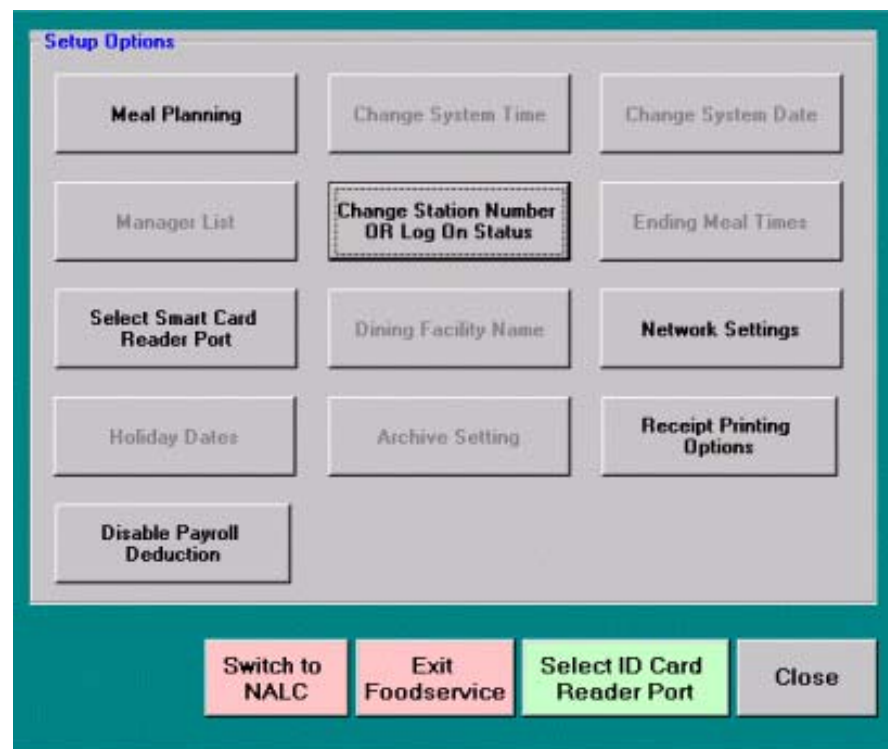
The exception to this is when the last item selected is a part of a Combo (Combination) meal. This item will not be removed and an error screen will appear stating that the system is Unable to remove this item. It is a part of a combo meal. Press OK. Press OK to return to the main screen. If you wish to remove the Combo Meal, press Remove Combo located on the bottom of the Meal Items section. Follow the prompts on the screen. This will remove the Combo Meal so that you can process this diner's meal items again.

2. To Cancel a Selected Item:
  - a. Press the selected item to be removed.
  - b. Press Remove Item.
  - c. Press Selected Item. The Item selected will be removed from the diner's item list.

### Setup Options

Use this process to access the following Setup Options: Meal Planning, Select Reader Port, Change Station Number or Log On Status, Network Settings, Receipt Printing Option, Switch to NALC (Non-Ala Carte), Switch to Smart Card, and Exit Foodservice. To access the Setup Options screen from the main headcount screen:

1. Press the View Transactions Options button. The Meal Options screen is displayed.
2. Press the Application Setup button. The Manager Access screen is displayed.
3. Enter the manager access code and press Enter. The Setup Options screen is displayed.



**Meal Planning:** The Meal Planning Option contains two functions:

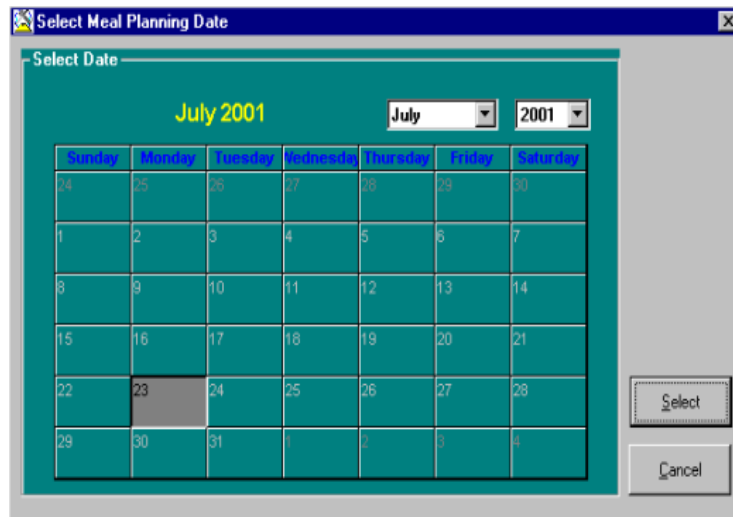
1. Plan meals for specific dates
2. Edit the available meal items

**NOTE:**

This function is generally not used on the POS Client. These activities are outlined in the BOS Server documentation.

**Plan Meals for Specific Dates:**

- a. On the Horizontal toolbar, press View Transaction Options
- b. Press Application Setup.
- c. The Manager's Access box is displayed. Enter manager's log on ID. The Setup Options screen is displayed.
- d. Press Meal Planning. The Select Meal Planning date calendar will be displayed.



- e. Select the date for the meal plan. Use the drop down list for the applicable month and year.
- f. Press Select when selection has been made. The Meal Planning/Production Schedule screen is displayed.

Production Schedule

Meal Plan Date: 7/23/01

**Meal Items**

Crs#	Recipe #	Current Meal Items	Cost
------	----------	--------------------	------

**Recipe Items**

Up Pg Up

Down Pg Dn

Remove Item

**Select Meal**

Breakfast

Lunch

Dinner

Brunch

Supper

Night Breakfast

Night Dinner

Nightly Meal

Edit Beverages Modify Recipe Edit Course Numbers Edit Combo Meals Edit Meal Close

- g. Select the meal to be created or modified. Any permanent meal items for this day/meal will be displayed.
- h. Press Edit Meal. The Production Schedule screen will change.

**NOTE:**

You can add, delete, and/or mark/unmark as permanent multiple recipe items by holding down the “Ctrl” key while selecting the recipe items.

**Add Item(s) to the Meal**

- e. Select the item to be added to the meal by scrolling down using the arrow until you get to the item to be added in the available item portion of the screen.
- f. Press the item once to highlight.
- g. Press the Add Item button. The item will be at the top of the screen.
- h. Continue to do this until all items are added.
- e. To add an item to a course not normally associated with that course, select View All Recipes. Select the recipe and press Add Item.

### **Mark an Item Permanent**

Items marked as “Permanent Items” will be displayed on the POS screen each time the particular meal they were marked for is selected. You must set the permanent item for each type of meal (BRK, LUN, DIN, etc).

- a. Insure that the item selected on the top of the production schedule screen is highlighted.
- b. To the left of the item is a blank area. Press once in the blank area. A confirmation screen will be displayed. Press Yes if you wish to add this item as a permanent item.

### **Unmark a Permanent Item**

- a. Highlight the item to be un-marked.
- b. Press the checked box once. A screen will be displayed asking if you wish to remove that item from the Permanent List.
- c. Press Yes to unmark.

### **Remove an Item**

- a. Insure that the item to be removed is not marked permanent. If item is permanent, unmark the item first.
- b. Highlight the item to be removed by pressing on it once.
- c. Press Remove Item. The Meal Planning-Remove Item screen will be displayed.
- d. Press Yes to remove the item.

### **Edit Menu Items**

- a. From the Production Schedule Screen, select meal to edit.
- b. Press Edit Meal.
- c. Select the Course of the item to edit. All recipes assigned to that course will be displayed on the lower portion of the Production Schedule screen.
- d. Scroll down using the down arrow on screen or highlight the first item and use the down arrow on the keyboard.
- e. Select the item to edit/modify.



- f. Press Modify Recipe. Scroll down until you reach the item to be modified.
- g. The Modify Recipe screen will be displayed. If you wish to change the description of the item, press Yes. A virtual keyboard will appear. Type in the description change and press Enter. If not, press No
- h. The Modify Recipe screen will be displayed again. If you wish to change the cost of the item, press Yes. The Enter Recipe Cost numeric pad is displayed. Enter the new cost of the item and press Enter. The Modify Recipe Description/Cost box will appear.

**CAUTION:**

The recipe cost refers to the discount sale price. Operating expense will be added to the cost by the system to provide the standard sell price displayed on the POS screen for the item.

- i. Press the Yes button to save the changes.
- j. Press the Return to Meal Planning button to return to the Production Schedule.

**Edit/Modify Beverages**

**NOTE:**

You must exit the Production Schedule screen and come back in to edit or modify beverages. This process is being modified to allow the user to edit beverages from the original production schedule screen.

**Add/Edit Beverages**

- a. From the Production Schedule screen, press Close.
- b. Press Select on the calendar to return to the Production Schedule.
- c. Select the meal. The Edit Beverage button is bolded.
- d. Press Edit Beverages. The Beverage Planning screen appears. A Beverage Planning box is displayed with the message, "Breakfast, Lunch and Dinner Meals have been pre-selected.
- e. Modify as needed and click SAVE.
- f. Press OK. The Beverage Planning screen appears.

- g. To modify the cost of the item, select the size to be modified. The Enter Beverage Cost screen will be displayed.

**CAUTION:** The beverage cost refers to the discount sale price. Operating expense will be added to the cost by the system to provide the standard sell price displayed on the POS screen for the item.

- h. Enter the new cost using the decimal point.
- i. Press the Yes button to save this beverage. The item will be displayed in the top portion of the Beverage Planner, with the new cost assigned.
- j. Select the meals this beverage will be applied to.
- k. Complete this process for all beverage items. Press Close when complete.

**NOTE:** Once a beverage is modified for a meal, the change will apply to all meals with that beverage listed.

### Select Reader Port

**NOTE:** Changes should only be made under the direction/supervision of the System's Administrator.

To select the reader port where the card reader is attached:

- a. On the horizontal toolbar, press View Transaction Options.
- b. Press Application Setup.
- c. Log on. Only Manager's can access this function.
- d. Press Select Reader Port. The Connect Reader box is displayed.



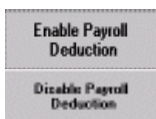
- e. If it is necessary to make changes to the existing port, press the arrow on the drop down box, and select which port you will use.

- f. When selection is finished, press OK. A restart screen will appear. The application closes and restarts using the new port settings.

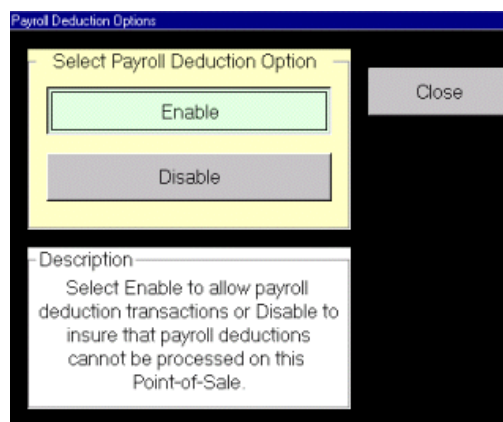
### **Enable/Disable Payroll Deduction**

This option allows the manager to process Payroll Deduction transactions for active duty soldiers. The manager may enable/disable this option for each individual POS station in the dining facility.

To enable/disable Payroll Deduction:



- a. From the Application Setup Options Menu select the appropriate button to enable or disable the payroll deduction option. The Payroll Deduction Options screen is displayed.

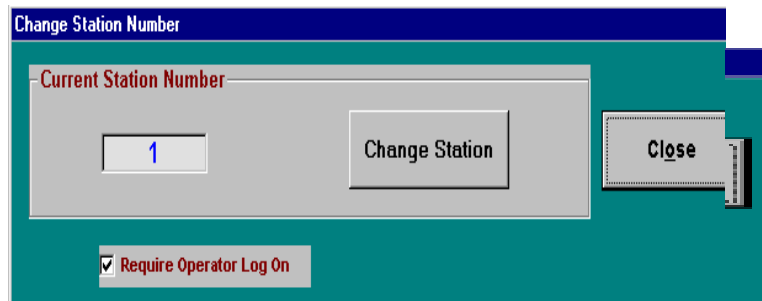


- b. Select either the enable or disable button depending on whether you will be processing payroll deductions at your dining facility or not.
- c. Press the Close button. A message is displayed on the screen indicating that payroll deduction option has been turned on or turned off.
- d. Press the OK button to finish.

## Change Station Number or Log On Status

To change the workstation number and log on requirements:

- a. On the horizontal toolbar, select View Transaction Options
- b. Press Application Setup. The manager must log on.
- c. Press Change Station Number or Log On Status.



- d. The Change Station Number screen appears.
- e. Press Change Station.
- f. On the Enter Station Number Screen, press the applicable number for the station you wish to change to.
- g. Press Enter. A Change Station Number confirmation box will be displayed stating the change was successful.
- h. Press OK. The Change Station Number screen appears.
- i. If the operator is required to log on, insure that the Require Operator Log on box is checked.
- j. If it is not a requirement, insure that there is no check mark in the Require Operator Log On box.
- k. On the Change Station Number screen, press Close. The station number and log on requirements are set.

## Network Settings



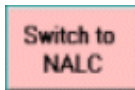
### NOTE:

This section should only be viewed. These settings should not be changed unless under the direction/supervision of the System's Administrator.

## Switch to NALC

Use this process to switch from Ala Carte to Non Ala Carte (Buffet) headcount procedures. You may want to switch to standard meal prices for the Thanksgiving and Christmas Holiday Meals or if you want to serve a Buffet style meal on weekends.

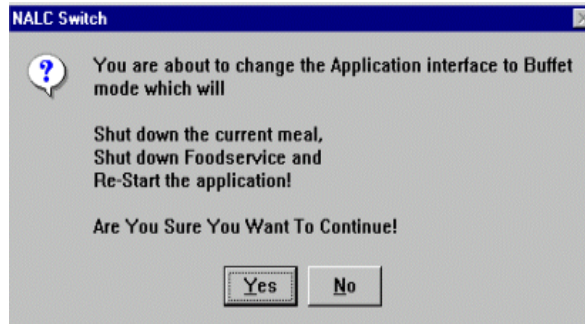
- a. From the Ala Carte Main Screen, press View Transaction Options button.
- b. Press the Application Setup button.
- c. Enter your nine-digit access code.
- d. Press the Switch to NALC button.



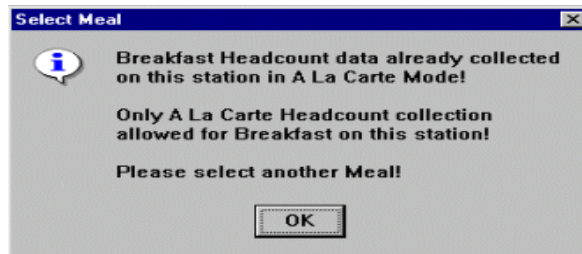
### NOTE:

It is advised to close out any meal that has been started and clear the start bank. You CANNOT take headcount under one process, leave the headcount open and switch headcount procedures. You must change the station number. See Change Station Number for this process.

- e. The NALC Switch warning screen is displayed.



- f. Press Yes. The system shuts down and restarts in the NALC mode. Press OK on the Verify Date-Time Screen.
- g. Log on. You are now operating in the Buffet mode.
- h. If you have begun taking headcount in the Ala Carte mode, then switch to NALC, the following message will be displayed on the Buffet screen.



**NOTE:**

Since you did not change station ID, you can only select another meal to process in the NALC mode. Follow procedures outlined in the NALC portion of the Quick Reference Guide, to return to the ALA Carte screen. Then proceed to change station number.

**Exit Foodservice**

To exit the Smart Card Foodservice program, press Exit Foodservice from the Setup Options Screen. Answer the prompt Yes, to quit Smart Card Foodservice.